

SECED, INC. (SETran Program)
Assistant Transportation Mobility Facilitator/Backup Dispatcher
FULL TIME HOURLY RANGE: \$15/per hour
Benefits package will be in addition to salary

GENERAL STATEMENT OF DUTIES

Office Location: City of Las Animas, 532 Carson Ave, Las Animas, CO 81054

The mission of SETran is to provide dependable and safe public transportation service for all who wish to connect to local resources and community activities. This is a full-time, 40-hour per week in office position. You will be expected to provide administrative and customer service directed by the Transportation Mobility Facilitator/ Transportation Director/ Transportation Director. You will be expected to have experience with computer billing and filing. You will be expected to back up the dispatcher and Transportation Mobility Facilitator/ Transportation Director /Operations Manager with his/her duties in conducting the day-to-day dispatching for SETran (during the dispatcher's lunch hour and any other time the dispatcher and Operations Manager is not on the job). You must also possess the ability to deal with unexpected situations on a daily basis and solve them within SETran's and SECED, Inc procedures and policies.

DUTIES

1. Ensure that all reporting and billing requirements relative to Medicaid and HCBS funding sources are met in a timely manner.
2. Ability to deal with problems and stressful situations involving several variables in changing situations.
3. Ability to follow oral and written instructions.
4. Ability to write routine reports and correspondence.
5. Ability to communicate in a **positive, friendly and professional** manner with clients, staff and the general public.
6. Ability to work up to 8 hours consecutively with limited breaks.
7. Ability to establish and maintain effective working relationships with a variety of individuals and organizations

Performs other duties that may be assigned.

RESPONSIBILITY

Works under the guidance of the SECED, Inc./SETran RCC. Incumbent's work is reviewed for compliance to instructions, procedures, methods, general conclusions, final results and accuracy.

PERSONAL WORK RELATIONSHIPS

Contacts are with Transportation Mobility Facilitator/ Transportation Director/ Director and Operations Manager, supervisor, other agency staff, advisory council, volunteers, sponsoring agencies, state personnel and public. Incumbent must have the ability to work well in small communities.

MIMINUM QUALIFICATIONS

Education: AA in Business related field or

Experience: Two years in job related field

Must have computer skills in data management and reporting.

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SPECIAL REQUIREMENTS

Valid Colorado State Driver's license and insurance
Reliable transportation

ESSENTIAL FUNCTIONS OF THE JOB

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Travel to meet with sponsoring agencies and/or outside organizations may be required. Most of the time is spent in a standard office environment requiring normal physical effort. Requires sitting for extended periods of time, and occasional walking. Requires dexterous use of both hands. Requires corrected vision and hearing. Specific vision abilities by this position include close vision and the ability to adjust focus. Ability to lift and/or move up to 5 pounds. The noise level in the work environment is usually moderately quiet.

POLICY REQUIREMENTS

Formal application, rating of education and experience; written exam; oral interview and reference check. Job related tests might be required.

Employment is contingent upon the applicant passing a pre-employment medical physical and mandatory drug test.

Verification of any combination of driving record, criminal history and/or workers' compensation history.

No medical inquiries will be made or workers' compensation information gathered until a conditional job offer has been given to the applicant.

AFFIDAVIT

I certify that I understand the description of this job, the Essential Functions, and Policy Requirements as stated above. Furthermore, I certify that I am able to perform the duties and responsibilities as outlined above.

Signature _____ Date _____

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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DETAILED POLICY AND PROCEDURES

CDL School

- Enroll students in online CDL Theory Training
- Check daily reports for students who have completed CDL Online Theory Training
- Print and mail theory records and certificates to students who have completed Online Theory Training.
- Scan copy of Theory Completion Certificate to digital file, and make a copy to put in student's hard copy file.
- Maintain FMCSA Registry within 48 hours of completion. Work with trainers on date of Behind the Wheel Training to get information that is needed
- Collaborate with Behind the Wheel Trainers and collect with all necessary paperwork and contracts.
- Maintain CDL Behind the Wheel Training Calendar and assign students by hosting a weekly phone call to a Behind the Wheel Trainer when students are ready for their Behind the Wheel Training.
- Scan Behind the Wheel Training paperwork and certificate into student's digital file, make a hard copy for student's file and mail originals to students.
- Monitor setran.cdl@gmail.com and charitycdl@gmail.com emails.

Other Duties

- Create and distribute monthly newsletter
- Post monthly newsletter on social media accounts and email to IT person so it can upload to website.
- Update and distribute Rider's Guide and Trifold
- Keep minutes for quarterly SETran meeting
- Present CDL information at monthly SECED/SECOG meetings and at quarterly SETran and SE TPR meetings.
- Spread transit awareness and distribute educational supplies
- Assisting the Mobility Facilitator/Director and Call Dispatcher as a backup for daily duties as needed.
- Other duties as assigned.

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APPLICATION FOR EMPLOYMENT

SOUTHEAST COLORADO ENTERPRISE DEVELOPMENT, INC.
112 WEST ELM ST, P.O. BOX 1600
LAMAR, CO 81052
OFFICE 719-336-3850 FAX 719-336-3835

NAME _____

ADDRESS _____

SOCIAL SECURITY NUMBER _____

WORK TELEPHONE _____ PERSONAL TELEPHONE _____

**EDUCATION AND TRAINING
(HIGH SCHOOL-TRADE SCHOOL-COLLEGE)**

DATE	LOCATION	FIELD OF STUDY	DEGREE OR CERT.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

DO YOU HAVE A VALID COLORADO DRIVER'S LICENSE? _____

IF HIRED BY S.E.C.E.D., WHEN COULD YOU START WORK? _____

HAVE YOU EVER BEEN DENIED A SURETY BOND? _____

MAY WE INQUIRE WITH YOUR PRESENT EMPLOYER? _____

I certify that the answers given are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employer's decision. I understand that false or misleading information given may result in dismissal.

Signature of Applicant

_____ Date _____

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EMPLOYMENT HISTORY

Most Recent Employer _____

Supervisor's Name and title _____

Address _____ Phone _____

Your Duties _____

Dates of Employment _____

Reason for leaving _____

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