



A Community Mental Health / Developmental Disabilities/ Addictive Diseases Program

Transportation Director

Job Information

Job Type: Full-Time

Pay Rate: Negotiable

Program: Transportation

Location: Muscogee County

Posting Date: 05/01/2018

Application Deadline: Open Until Filled

Position Open to: All qualified applicants

***ENTRY SALARY may be adjusted depending upon the selected candidate's qualifications and agency budget considerations. ***

Submit Completed State of Georgia application to Recruiter:

New Horizons Behavioral Health
1215 2nd Ave
Columbus, Georgia 31901

Fax: (706) 317-5004

Email:
jobs@nhbh.org

Website: www.nhbh.org

Job Description

Responsible for supervision of all Transportation Staff: Transportation Coordinator, Billing Clerk, Maintenance Clerk, Drivers and Custodians. Responsible for purchasing, leasing and maintaining adequate vehicles for fleet. This includes the number of vehicles and the type of vehicles needed. It also includes the condition of the present vehicle in the fleet. Various rules are in place for insuring, fueling and vehicle maintenance. Responsible for the safe and efficient transportation of all individuals to and from day treatment, physician's appointments, outings and other assigned trips. Also proper records should be maintained of each transport as a record for finance, legal needs and historical needs.

Minimum Qualifications:

Bachelor's degree from an accredited college or university AND 3 to 5 years in transportation delivery system.

Preferred Qualifications:

Bachelor's Degree AND 3 to 5 years AND Supervisory Experience preferred. Experience in working with individuals with developmental disabilities is preferred.

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The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

New Horizons does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its program or activities. An applicant who has a disability which requires special accommodations should contact this office.

NOTE: APPLICATIONS WILL BE SCREENED AT THE PREFERRED LEVEL.

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. We are also unable to contact applicants who are not selected for a position. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by Human Resources to continue the hiring process.

This position is subject to close at any time once a satisfactory applicant pool has been identified.