



Job Description

TRANSPORTATION COORDINATOR

Position Summary:

Coordination of transportation for medical and non-medical appointments and performs clerical tasks and other office duties, as required.

Essential Duties and Responsibilities:

- Coordinates transportation for all approved SCO site members.
- Maintains transportation calendar for western SCO sites.
- Inform and remind members of arranged appointments, transportation, companion, and interpreter services.
- Acts as a liaison between CCA and transportation vendors.
- Processes authorizations in CaseNet for all Transportation, Companion, and Interpreter services.
- Provides general administrative and clerical office support to clinical staff.
- Actively participates in evaluation of own performance and progress.
- Participates in activities and education to maintain and advance competency.
- Seeks to maintain a Constructive work environment and maintains effective communication with other employees and managers.
- Makes decisions within the scope of the job, reflecting knowledge of facts and care for the employees and members.
- Complies with the organization's policies and procedures.
- Maintains confidentiality of client and employee information.
- Communicates a positive image as a representative of CCA.
- Maintains a clean, safe work area.

Requirements:

- Associates Degree – preferred or HS Diploma with 2+ years of experience in customer service and/or administrative support experience
- Bi-lingual capabilities required: English and Spanish.
- 1 year experience performing a variety of administrative support functions, including typing and filing.
- Ability to prioritize workload and manage multiple projects simultaneously.

Requirements (Continued)

- Ability to problem solve with minimal supervision.
- Proficient in word processing.
- Experience with Excel or other spreadsheet software preferred.
- Excellent written and verbal communication skills.
- Excellent organizational skills

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