

Transporter/Educator Job Description

Position Mission Statement

The Transporter/Educator helps families thrive by helping out of school youth/ young adults age 16-24 overcome barriers to economic success. They do this through providing transportation and education services to assist enrolled in achieving set goals, executing their individualized plan, and collaborating with other staff as they monitor progress. They work with youth/young adults to develop long term family safety, stability, and success (physically, emotionally, socially, and financially). The Transporter/Educator performs additional duties as a Circle of Care team member in our efforts to bring large scale, long term, positive change for the Chambers Co. & Greater Valley Area to the benefit of Individuals, Families, and especially Children.

Essential Duties and Responsibilities

- Self-awareness and involvement with local, regional and state workforce development/training
- Engage and promote outreach of program and recruitment in all served counties
- Provide transportation for pre-enrollment, TABE testing, Career Center meetings, individual and group transportation needs, trainings, GED exams, tours and work-related tasks.
- Administer TABE testing, Provide academic instruction in preparation for GED exams.
- Set up tours, job shadow placements and assist with WBL assignments
- Provide training for credential and certificates assigned by Case Managers
- Work with community agencies and individuals in collaborative partnerships to identify, recruit and teach youth ages 16-24 according to established curriculum and needs
- Learn community resources and engage partner agencies in successful provision of services
- Work with Program and Center Case Managers to ensure participants and families are properly accessing available community resources.
- Collaborate with community partner agencies to access services for participants and families
- Complete required paperwork, grant reports, and documentation in various programmatic and Center databases.
- Attend any required meetings planned by the Center or grant giving agencies.
- Coordinate activities of volunteers who may be available to provide services for the program preparation

- Build strong, healthy relationships with organization service recipients, staff, and partners.
- Evaluate program effectiveness

Perform all other duties as assigned

Knowledge, Skills, and Abilities

- Excellent interpersonal skills
- Excellent oral and written communication skills, flexibility, and organizational skills
- Graduation from college with a minimum of a Bachelor's Degree preferred in Education, a Human Services Field, Workforce Development, or Business with a preference in working with young adults
- Ability to read, write, and speak English; able to help participants/families develop family goals and plans
- Excellent driving record and valid driver's license and car insurance.
- Ability to read, write and speak English: able to motivate participants as they establish enrollment and set plans for progress of goals, ability to teach, engage, nurture and support service participants
- Initiative to work independently while collaborating with Center and community partner agency staff.
- Ability to access homes, lift at least 50lbs
- Strong computer/technology skills as well as data input ability
- Endorsement and support for the mission of the Circle of Care Center for Families and demonstrates commitment to philosophy of Family Preservation/Support Services
- High ethical standards.
- No criminal record or history of founded child or adult abuse/neglect.
- Valid driver's license and car insurance

Experience

- Education Experience Preferred
- Fluent Spanish not required but valuable

Position Details

- Part Time
- One Position Out of Lanett, AL, one out of Roanoke, AL

Circle of Care Key Characteristics

Our core identity as a staff is that we are CARING. To live out this identity, these are the core values we seek to exude:

People Focused — Do you put people first? Are you passionate about partnering with individuals and families to bring long-term, positive change in people's (and especially children's) lives? Can you build relationships that create better futures at various levels ranging from the individual life to the area as a whole?

Growth Oriented — Are you constantly looking to grow personally as a person as well as professionally? Do you set goals and deliver on commitments? Are you passionate about partnering with others to support their growth as they look to prevent and overcome life's challenges?

Hope Filled — Are you hope filled? Do you believe that tomorrow can be better than yesterday, the future better than the past? Are you able to look at lives, areas, and systems and tenaciously cling to the belief that things can change for the better?

We believe every child deserves their best opportunity to thrive. But, in order to do that they need the strongest possible family. We partner with individuals and families to provide resources and supports designed to prevent and overcome life's challenges. Because when families thrive, kids thrive. If you are people focused, growth oriented, and hope filled, [join our mission!](#)

At the Circle of Care, we believe everyone has worth and should have equal opportunities to receive employment and services without regard for race, religion, color, age, sex, orientation, identity, or disability. Which is why we are passionate about creating an inclusive workplace that promotes and values diversity and reflects the communities we strive to serve. The greatest work happens as the result of a diverse mix of people working together. So we are working to build a culture where diversity is the norm, not a program.