



POSTING DATE: February 21, 2019 **CLOSE DATE:** March 8, 2019

Saginaw Transit Authority Regional Services (STARS) is starting up a new non-emergency medical transit service to better serve the community. STARS is building a team of innovative and motivated individuals to start this unique service. It is the MISSION of STARS to provide safe, efficient, dependable, and affordable public transportation for ALL citizens of Saginaw.

Position: **Mobility Coordinator**

Position Description: Rides to Wellness provides same-day, door-to-door transportation using a personalized approach to provide health and wellness transportation services. The Rides to Wellness Coordinator will provide excellent customer service through the performance of job tasks: monitoring telephone requests, scheduling rides, scheduling vehicles and operators, and dispatching vehicles; perform driving duties, as needed; and perform other duties, as assigned.

Reports to: Mobility Manager

Compensation: Starts at \$30,000 Annually, Benefits Package including Health Care (Salary At-Will Position)

Qualifications: To perform this job successfully, an individual must be able to perform each principal responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the principal responsibility. The physical demands of the position include the ability to lift and/or move up to 50 pounds; daily use of hands and fingers to use objects, tools, or controls, including grasping, balancing, reaching, stooping, kneeling, and crouching.

- A valid Michigan Chauffeur's License and a clean driving record.
- Knowledge of traffic laws, codes, and regulations.
- Knowledge of geography of the City of Saginaw and Saginaw County
- Ability to be creative, flexible, self-motivated, organized, and quality and service oriented.
- Excellent computer skills; working knowledge of Microsoft software (e.g., Word, Excel).
- Dependability and punctuality.
- Exceptional organizational skills; must be detail oriented and able to simultaneously work on multiple tasks.
- Excellent oral and written communication skills.
- Excellent customer service/people skills, ability to maintain these skills in a stressful setting.
- Ability to work in a Team Environment
- High School Diploma or GED.
- Experience working with older adults and/or individuals with disabilities.

Experience: • One (1) - two (2) years of experience in a customer service-focused position, including problem-solving and communicating with fellow team members.

Examination/Screening: Selected candidate will be required to successfully complete a drug screen, physical examination, and background check. Must be able to successfully pass internal skills test(s).

Applications: Candidate submissions and inquiries should be directed to:

Deverett Jasper, Human Resources Manager
In person/Mail: STARS 615 Johnson St, Saginaw, MI 48607
Fax: 989-753-7470
E-mail: djasper@saginaw-stars.com

**STARS' is an Equal Opportunity Employer that values diversity in the workplace.
Minorities and women are encouraged to apply.**