



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

Saginaw Transit Authority Regional Services (STARS) is starting up a new non-emergency medical 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 Manager**

Position Description: The Rides to Wellness Mobility Manager is an at-will position responsible for transportation coordination between STARS and other transportation service providers and organizations with the intent of expanding the availability of health and wellness-related transportation services. The Mobility Manager will work to improve transportation mobility by developing and implementing person-centered or client-based approaches to customer service in the effort to research, understand, solve, and respond to the needs of individuals with specialized transportation needs. This position will oversee Mobility Coordinators and Chauffeurs.

Reports to: Executive Director

Compensation: Starts at \$45,000 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 are typical of an office environment.

- A valid Michigan Chauffeur's License
- Knowledge of transportation and community resources.
- 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, PowerPoint).
- 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 and people skills.
- Familiarity with state and federal funding parameters/requirements.
- Ability to think independently, make decisions, and act on those decisions.
- High School Diploma Required, College Education Preferred.
- Experience working with older adults and/or individuals with disabilities.

Experience:

- One (1) - two (2) years of experience coordinating, organizing, and/or implementing transit or community programs, or work in the healthcare field.
- One (1) - two (2) years of experience in customer service, training, educational outreach.

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.**