

JOB DESCRIPTION

Job Title: Medical Transportation Manager
Department: Operations
Reporting to: Company President
Effective Date: TBD
Compensation: Salary dependent upon experience and potential.
Employee benefit package eligible.
Probation Period: 90-Day Orientation

SUMMARY

Provide leadership, employee supervision, support and vision for the non-emergency transportation of patients/clients to and from hospitals, convalescent facilities, dialysis centers, rehabilitation centers, medical offices and their private residences in a safe, secure and professional manner.

REQUIREMENTS

1. Must comprehend, and comply with, the All Points Assisted Transportation Employee Handbook, Driver Manual, Dispatch Manual, and Employee Training outline.
2. Experience in management in the Non-Emergency Medical Transportation field is desired
3. Must be able to evaluate, train and motivate drivers and dispatch personnel.
4. Must be able to instruct, train and "step-in" if necessary to fulfill driver and dispatch duties.
5. Must possess a valid California Driver's license, and provide a current 10-year DMV printout.
6. No more than 1 moving violation or 1 "at fault" accident within the past 3 years.
7. Pass a mandatory pre-employment drug and alcohol screening.
8. Must pass a mandatory criminal background test.
9. Possess a current DL-51A California driver medical card.
10. CPR and First Aid certification.

DUTIES AND RESPONSIBILITIES

1. Must be available to work or provide on-call service when needed in a 24/7 environment.
2. Provide management expertise, support and supervision transporting patients and clients utilizing company vehicles in a safe and professional manner.
3. Effective communications with drivers and dispatch and provide updates and reports for upper management.
4. Maintain a professional, positive image and attitude in regards to clients, management and subordinates.
5. Supervise and enforce completion of daily vehicle pre-trip and post trip inspections, and maintain vehicle cleanliness.
6. Must be able to understand and operate GPS devices, 2 way radios, and cell phones, and windows based computer software. (Excel, Word, Outlook).
7. Must have basic knowledge of accounting systems, computer networks, PC hardware, and the internet.
8. Perform all duties as assigned by the All Points Assisted Transportation President.