



COMMUNITY MOBILITY ASSOCIATE 5.2022

Under supervision, the Community Mobility Associate will work to increase mobility and address the transportation needs of older adults, persons with a disability, and individuals with lower incomes in Hunterdon County, NJ by providing transportation information, guidance, and assistance. This a flexible hybrid work schedule position; approximately 20-24 hours per week. Participation at in person events required; occasional evening/weekend hours.

Ideal Candidate

- Interest in assisting individuals with transportation needs.
- Ability to communicate effectively and compassionately with older adults, persons with a disability, and low income individuals. Ability to speak before public groups.
- Ability to work independently and with others in an effective manner.
- Familiarity with Hunterdon County, NJ

Responsibilities

- Develop expertise in available transportation services and facilities serving Hunterdon County, NJ and how these services may be accessed. Stay up to date on service changes.
- Provide “concierge” assistance in response to inquiries from the general public, individuals with disabilities, older adults, and individuals with lower incomes, to identify and secure travel from available transportation services.
- Provide “transportation coaching” to members of the public, individuals with disabilities, older adults, and individuals with lower incomes, small groups, and other interested stakeholders including how to identify appropriate services for travel needs, how to read schedules, reserve rides, and utilize available services.
- Serve as a resource on information related to the Hunterdon County LINK. Accompany individuals and small groups on rides on the Hunterdon County LINK Transportation System to ensure understanding of how to use the service.
- Provide support on an as needed basis for the Patient Transportation Program, facilitating Uber/Lyft rides for individuals to non-emergency medical appointments.
- Prepare quarterly written reports; prepare and submit timesheets and expense reports in a timely manner

Requirements, Knowledge, Skills, and Abilities

- Proficiency with Microsoft spreadsheets, word processing, database and project management software.
- Valid driver’s license and reliable vehicle; willingness to drive within Hunterdon County.
- Reliable home internet connection.
- Ability to work independently and with others in an effective manner.
- Ability to provide leadership and speak before public groups.
- Ability and willingness to lift 25 lbs. (to transport displays, event materials, etc.)
- Background check and fingerprinting (reimbursement for costs by goHunterdon).

Location

- Office is located in Flemington, NJ (Hybrid work model/telework policy)
- All work is located within Hunterdon County, NJ

Compensation/Benefits

- A budget for this position has been set and compensation will be discussed with qualified applicants.
- Flexible Work Schedule/Hybrid Remote
- Mileage reimbursement at IRS approved rate