TRANSPORTATION ALLY - Austin

Goal

Help transport refugees and immigrants to important appointments, trainings, government service facilities, refugee health screening clinics, job interviews, and classes.

Duties and Responsibilities

- Receive request form from WR which will include the pickup location, appointment location, client name(s), and languages.
- Use a car to pick up the client at their home at least 30 minutes in advance to their appointment time.
- Double check that adults and children have their seat belts on properly. If you are transporting children, you will be required to check that they are properly buckled into their car/booster seat(s). Booster seats can be picked up at the WR office.
- Work with the client to double-check all paperwork is prepared for the appointment, if applicable.
- Drop off client at the appointment location.
- After the appointment, pick up the client and bring them back to their home and communicate with the Volunteer Coordinator on how it went.

We also ask all volunteers to:

- Review the National Volunteer Handbook.
- Log volunteer hours through the Volunteer Portal.
- Communicate any concerns, conflicts, and celebrations to the Volunteer Coordinator.

Time Requirements

This is a weekly opportunity that lasts for 3 months, on a needs-basis, and may take 2-4 hours to complete from pick-up to drop-off.

Skills & Qualifications

- Clean driving record.
- Patient, adaptable, and timely.
- Responsible with sensitive or confidential information.

Orientation & Training

Complete all onboarding steps in the Volunteer Portal:

- Background Check – *5 mins*
- Local Live Orientation – *1.5 hrs*
- E-Learning – *45 mins*

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- References – *2 mins*

PLEASE NOTE: Due to the capacity of services that healthcare providers and government facilities are providing, appointments are subject to change at the last minute. We will try our best to communicate when this happens.