

# Job Description

**Job Title:** Driver

**Division:** Corrections Transition Program (CTP)

**Program:** B.R.I.D.G.E To Home Program (B2H)  
**Reports to:** Administrator

**FLSA:** Non-exempt

**Effective Date**: Created June 2025 | Updated Sept. 2025

**DIVISION OVERVIEW:**

The Corrections Transition Programs (CTP) is a statewide network of clinical reentry management services with the overall purpose of increasing opportunities for successful reentry outcomes. CTP provides specialized case management services to help people prepare to return to their families and communities after incarceration. CTP works both inside prisons and in communities to provide reentry support, including, but not limited to, behavioral health referrals, public benefits enrollment, finding employment and housing resources and obtaining state IDs and vital records.

**POSITION SUMMARY:**

The B.R.I.D.G.E To Home (B2H) Program serves individuals returning from Illinois prisons who face significant and often compounded barriers to successful reentry. Frequently excluded from traditional housing and support systems, these individuals are at increased risk of homelessness and recidivism. The program’s primary goal is to provide permanent supportive housing for individuals traditionally considered hard to place, creating a foundation for long-term stability and successful reintegration into the community. Guided by low-barrier, housing placement principles, the B2H Program eliminates preconditions such as abstinence or mandatory treatment participation, offering immediate access to housing.

# POSITION SUMMARY

This position provides transportation for TASC clients to housing, treatment placements and other destinations as needed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** (Approximately 95% of time spent in this area)

* Transport clients from IDOC facility to housing units, to and from treatment placement appointments and other destinations as required by the TASC program.
* Maintains agency vehicles which include daily inspections for internal and external damage
* Maintains transportation logs (mileage and fuel) on vehicles driven
* Ensures clients are transported safely and cost-effectively
* Participates in monthly vehicle inspections
* Serves as a liaison between the agency and other providers of the program
* Follows agency's safety policies and procedures.
* Assist clients in achieving their established service plan goals and objectives.
* Completes and maintain all required documentation

**OTHER FUNCTIONS** (Approximately 5% of time spent in this area)

* Participates in professional development training/webinars

# COMPETENCIES

Planning/Organizing | Communication | Data Management/Utilization | Customer Relations | Problem- solving |Microsoft Office Suite| Productivity/Accountability| Excellent Communication | Attention to Detail | Flexibility | Relationship Building | Trauma Informed Care | Collaboration/Teamwork | Time Management

# QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty 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 essential functions.

* High school diploma or equivalent.
* Valid IL state-issued driver’s license in good standing.
* Minimum 1–2 years of experience in a driving or transportation-related role.
* Familiarity with GPS and IL regional roadways.
* Excellent interpersonal and customer service skills.
* Ability to maintain confidentiality and uphold professional boundaries with clients.
* Experience working with justice-involved individuals, behavioral health clients, or vulnerable populations.
* CPR/First Aid certification.
* Ability to pass a criminal background check and drug screening, if applicable.
* Bilingual (preferred depending on service population).

# SUPERVISORY RESPONSIBILITY

This position has no supervisory responsibilities.

# WORK ENVIRONMENT

This job may require you to work in a secured setting or TASC professional office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and/or fax machines.

# PHYSICAL DEMANDS

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary. Frequently lifts, carries or otherwise moves and positions objects weighting up to 15 lbs. Frequently bends, kneels and crouches. Repetitive movement of hands, arms, and legs. Continuous walking, standing, and moving about the work location or partner agencies. The noise level in the work environment is usually moderate.

# POSITION TYPE AND EXPECTED HOURS OF WORK

This is a full-time position. Days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. with occasional evening and/or weekend hours. Hours of operation may change based on the need of the program and in mutual agreement with external partners and TASC.

# TRAVEL

Travel is determined by work site location. Although some out-of-the area and overnight travel may be expected. Must be available to attend meetings and meet the needs of the program throughout the city, counties or wherever needed (a valid driver’s license, current auto insurance and reliable automotive transportation are required).

# OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Employee signature below constitutes their understanding of the requirements, essential functions and duties of the position.

Employee Signature Date

Supervisor Signature Date