



Transportation Coordinator

Radiant Health Centers (RHC) seeks a Transportation Coordinator. The Transportation Coordinator manages the daily operations of Transportation Services through the coordination of external and internal modes of transportation.

With a team of caring and committed individuals and hundreds of dedicated volunteers, RHC is working to eliminate the stigma and overcome health disparities impacting the Lesbian, Gay, Bisexual, Transgender, Queer + (LGBTQ+) community by providing healthy and compassionate care options.

RHC is the largest Orange County provider for such healthcare services and is currently expanding its capacity with plans to create a dedicated Federally Qualified Health Center (FQHC) for the LGBTQ+ community.

The Transportation Coordinator

- Coordinates and directs ride schedules and dispatches transportation to clients to and from medical appointments utilizing RHC's vehicle, bus passes, ACCESS and Lyft.
- Interfaces with case managers to evaluate and determine course of action to resolve client issues.
- Collects and reports data regarding the operations of transportation services to improve efficiencies and reduce costs.
- Schedules routine vehicle maintenance and repairs, ensuring compliance with all applicable California laws and regulations.

We are looking for candidates with the following qualities:

- Must possess a valid California driver license. Current DMV printout required with no more than 1 point on driving record.
- Must have experience working in a paratransit program.
- Strong communication and organizational skills are required.
- Must be able to work well within a multi-faceted organization and with diverse clients and staff members.
- High School Diploma or GED.
- Bilingual (English and Spanish) – Preferred

How to Apply

To apply for the Transportation Coordinator, please forward a cover letter and resume using one of the following methods:

- Email your resume and letter of interest to Tammy Nguyen at tnguyen@radianthealthcenters.org.
- Mail to Radiant Health Centers, Attn: Tammy Nguyen, 17982 Sky Park Circle, Ste J, Irvine, CA 92614
- Fax to (949) 809-5789
- No phone calls, please

RHC is an equal opportunity employer