

Job Title:	Shelter Driver	Job Category:	Support Services
Department/Group:	Programs / Transportation	Job Code/ Req#:	
Location:	Shelter	Travel Required:	Fort Bend and Surrounding Counties
Level/Salary Range:	Non-exempt / Hourly DOE	Position Type:	Full Time
HR Contact:	Tina Hood	Date posted:	Click here to enter a date.
Will Train Applicant(s):	Yes	Posting Expires:	Click here to enter a date.
External posting URL:			

Job Description

ROLE AND RESPONSIBILITIES

Provide safe courteous transportation for agency clients in Fort Bend and surrounding counties.

HOURS: Monday – Friday, 12pm-8pm (some weekend hours maybe needed)

DUTIES:

1. Consistently model the agency core values – Service, Passion, Integrity, Respect, Innovation and Teamwork.
2. Provide safe transportation for agency clients to school, work, medical facilities, court appointments, etc. as directed.
3. Assist clients in and out of vehicles as needed.
4. Maintain accurate vehicle mileage and maintenance records.
5. Conduct daily vehicle safety inspection. Ensure that agency vehicles receive regular and preventative maintenance and are kept clean.
6. Follow State and local motor vehicle laws as well as agency policy regarding vehicle safety.
7. Report any case of accident, injury or damage of vehicles to the supervisor or manager.
8. Support agency staff with various daily and special activities including field trips, pick up of donations, administrative or other functions of the agency.
9. Be flexible as driving schedules may vary depending on client caseloads.
10. Other duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Possess a valid Texas driver's license and be at least 25 years of age
- Ability to safely navigate using GPS technology
- Able to safely lift 50 lbs.;
- Accurate report writing skills;
- Intermediate computer skills;
- An enthusiastic personality is a MUST! We assist those who are struggling for self-sufficiency. It is a rewarding job, but one that requires a great deal of optimism.
- Excellent/clean driving record and pass a criminal background check and drug screening
- Must be a safety conscious person - focused, confident, and observant
- Ability to respond supportively to adults and children with a strong interest in working for a social service agency

- Ability to work with people from all socioeconomic and racial backgrounds with a beginning level of skill in crisis intervention and assessment
- Must complete staff training on sensitivity issues of working with domestic violence and sexual assault survivors

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

- Judgment - Displays willingness to make decisions, responds compassionately to persons being served while maintaining appropriate and professional boundaries, exhibits sound and accurate judgment, supports and explains reasoning for decisions, includes appropriate people in decision-making process.
- Innovation - Displays original thinking and creativity, meets challenges with resourcefulness, generates suggestions for improving work and develops innovative approaches and ideas.
- Tenacity and thoroughness, with the ability to solve practical problems and deal with a variety of situations.
- Team player who can roll up their sleeves and get involved in everything from big projects to mundane, simple tasks.
- Not easily frazzled and strong time management skills during busy and slower periods throughout the day.
- Apply basic strategies for good communication, including developing rapport and use active listening.
- Establish and maintain collaborative and trusting relationships with victims/survivors.
- Relate to victims/survivors in a respectful and nonjudgmental manner; employ a victim-centered and trauma-informed perspective.
- Focus on victim/survivor empowerment and emphasize strengths.
- Support victim self-determination and informed decision-making.
- Respect client confidentiality.
- Apply strategies for using verbal and nonverbal communication to calm crises situations so that assessments and case planning may take place.
- Apply strategies for gathering case-specific information and relevant facts for safety planning and service delivery.
- Apply strategies for addressing conflict and moderating one's own verbal and nonverbal reactions to victim/survivor communications as needed.
- Demonstrate ongoing efforts to improve skills in effective communication, including verbal and nonverbal communication, and cultural competency.

- Planning/Organizing - Prioritizes and plans work activities, uses time efficiently, plans for additional resource needs, sets goals and objectives, develops realistic action plans.
- Deadline and solutions oriented with the ability to handle multiple competing priorities and wide variety of responsibilities.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations, listens and gets clarification, responds well to questions, participates in meetings.
- Written Communication -Writes clearly, persuasively and informatively, edits work for spelling and grammar, and reads and interprets written information.
- Dependability - Follows instructions, responds to management direction, takes responsibility for own actions, keeps commitments, commits to long and/or non-traditional hours of work when necessary to reach goals, completes tasks on time or notifies appropriate person with an alternate plan.
- Travel required in greater Harris and Fort Bend County areas.

Benefits: Medical, dental and vision insurance options, paid time off (PTO), life insurance, 403(B)

Employee Signature: _____ Date: _____