Safety sensitive position is a job or position where the employee holding this position has the responsibility for his/her own safety or other people's safety. An employee has to be with clear mind and diligent while occupying such positions.

**Reports To:** Operations Manager

Navigate safely throughout the city w/12 passenger van and trailer supervising clients in the Homeless Work Program doing light landscaping of medians, roadways, etc.

**Duties and Responsibilities:**

1. Perform duties related to the Homeless Work Program (HWP) including
   A) Drive a 12 passenger van and trailer, pick up clients, and drive clients to work sites
   B) Oversee light landscaping work and supervision of up to 6 clients a day
   C) Provide support to the HWP Navigator
   D) Participate in HWP meetings, planning, and duties as assigned
   E) Oversee the Program, when Navigator is absent or vacant
   F) Fill out paperwork for Program when Navigator is not available (HMIS)
   G) Communicate with various partner agencies about Program needs/focus
2. Be able to perform CPR and give First Aid
3. Provides transportation for clients as required, utilizing agency vehicle.
4. Pick up and distribution of food from various locations for all properties.
5. Pick up donated items from various locations.
6. Inspects vehicles for safety and mechanical needs.
7. Light maintenance and landscaping duties.
8. Cleaning empty units, furniture, etc.
9. Other duties as assigned.

**Qualifications:**

1. High School Diploma/GED
2. Have a valid driver’s license w/a good driving record.
3. Ability to operate a 15-passenger van.
4. Administrative skills; writing, word processing, organizational skills.
5. Strong computer skills.
6. Strong communication and interpersonal skills
7. Ability to obtain Food Sanitation Certificate.
8. Ability to work flexible hours
9. Works with little supervision
10. American Sign Language or Spanish speaking/writing a plus.