



Opening doors to
housing and recovery.

Job Description – HWP Specialist “safety sensitive job”

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.