

## Homeless Access Transport (HAT) Driver

*This full-time position is located in Grass Valley, California (a halfway point between Lake Tahoe and Sacramento).*

Hospitality House began as a shared vision in 2005 when concerned Nevada County citizens came together to help individuals struggling with homelessness. After operating as a nomadic shelter for eight years, Hospitality House opened its doors as an emergency shelter, Utah's Place, in 2013. It became the first and only permanent homeless shelter in Nevada County and remains the only general use emergency shelter today. Hospitality House plays a critical role in the community, offering emergency shelter, street outreach, food, clothing, job training, customized case management, mental health counseling, enrichment classes, transportation, recuperative care, pet-care, housing assistance, and homelessness prevention services.

If you share our vision of helping Nevada County residents return to housing with care and compassion, we invite you to join our team! The HAT driver serves an essential role in the community by helping our neighbors meet their transportation needs including timely arrive at medical appointments, shopping excursions, and other social and case plan activities. The ideal candidate brings, a passion for helping others, a clean driving record, and above all a can-do attitude.

### POSITION SUMMARY

Under the direct supervision of our Case Manager Supervisor, the Homeless Access Transport Driver serves as an integral part of the Outreach Team, working to ensure our guests and clients are safely transported throughout the Brunswick Basin and surrounding areas.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Outreach Support

- Serves as the primary driver for the HAT vehicle fleet, executing a regular service route as well as handling special requests and/or individualized transportation needs.
- Performs job duties with the highest standards of excellence, patience, empathy, and attention to our guests, clients, and other members of our homeless community.
- Ensures guests/clients adhere to Hospitality House's Good Neighbor Policy and Mutual Respect Code.
- Responds to requests from local business owners/managers regarding our guests/clients or other members of our homeless community.
- Provides program support for our Outreach and Shelter Teams.
- Loads and unload supplies at our shelter and other locations.
- Delivers meals to off-site locations as needed.
- Plans and establishes efficient transportation routes and schedules.
- Coordinates special requests from guests, clients, and other members of our homeless community.
- Assists physically and mentally disabled guests in and out of the vehicle.
- Other duties as assigned.

## Administrative

- Collects and enters rideshare data into appropriate logs.
- Answers and respond to calls for service in a timely manner.

## Vehicle Maintenance

- Ensures vehicles meet cleanliness and safety standards.
- Adheres to vehicle maintenance schedules ensuring daily, routine, and other maintenance needs are met.
- Follow all public health guidelines related to safety and sanitation.
- Other duties as assigned.

## **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.

## **EDUCATION AND/OR EXPERIENCE**

High school diploma or general education degree (GED); or six months to one year of related experience and/or training; or equivalent combination of education and experience.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as schedules, safety rules, operating and maintenance instructions, and procedure manuals. Ability to read and write routine office communications, schedules, lists, and emails. Ability to speak effectively with groups of volunteers, members of the general public, and employees of the organization.

## **COMPUTER SKILLS**

To perform this job successfully, an individual should have knowledge of the following: Microsoft 365 (previously Microsoft Outlook) including Word and Excel, Google, data entry, cell phone, and other basic office computer skills.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Must have a current and valid driver's license with a clean record.

## **OTHER SKILLS, ABILITIES, AND QUALIFICATIONS**

Knowledge of modern office practices and procedures, including the operation of data processing and personal computer systems and other standard office equipment.

Ability to work independently with minimal supervision.

Ability to work within a team structure, interacting with staff, volunteers, the general public, and shelter guests both individually and in a group setting.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is typically moderate to high with high levels of distraction.

Office and outdoor work environment; temperatures vary depending on seasonal weather; exposure to loud noises and outdoor elements.

**HH Employment is available to eligible people regardless of religion, race, color, national origin, sex, or disability.**