



I-HELP Shelter Specialist/Driver Job Description

Purpose:

The Interfaith Homeless Emergency Lodging Program (I-HELP) is a collaboration between Tempe Community Action Agency and area faith communities. Using faith partner facilities, I-HELP provides overnight lodging for adults experiencing homelessness. The primary purpose of the I-HELP Shelter Specialist is to provide logistical support, transport program vehicles and supplies, and assist faith partner personnel and agency staff in providing a safe and organized overnight shelter site 7 days a week, 52 weeks a year.

Supervision Received and Exercised:

Receives general supervision from the I-HELP Manager

Essential Functions:

- Transports program vehicles and trailers to and from various host site facilities
- Transports/sets up/returns mobile shower trailer at partner location(s) based on established schedule
- Transports sleeping mats, sheets, towels, and other program supplies to and from various host site facilities
- Operates and maintains cleanliness of the mobile shower and laundry trailers and other equipment used by the program
- Coordinates/ensures clean linens and towels for program
- Assists with general maintenance and upkeep of agency vehicles and trailers
- Assists with check-ins in accordance with Intake Policy
- Trains and assists I-HELP Peer Monitors
- Assists and provides information at outreach events
- Interacts with community partners, clients, and volunteers
- Complies with all processes including but not limited to attendance and punctuality, vehicle safety and cleanliness, proper handling of equipment and supplies, end of day vehicle checks, and conduct on the job
- Participates in relevant training on topics such as substance abuse, mental illness, the dynamics of homelessness, and Tempe area resources
- Performs other duties as needed and appropriately assigned

General Responsibilities

- Provide input and recommendations on opportunities for improvement
- Attend ongoing planning and training meetings with staff
- Attend work regularly per assigned work schedule and in accordance with Agency policy
- Follow instructions and abides by Agency policies and procedures

Minimum Qualifications:

- Current AZ Driver's License
- Ability to transport/park trailers
- Flexible schedule including weekends, evenings and/or early mornings

**Additional Requirements:**

- Possess/acquire Class C Commercial Driver's License (CDL) upon employment
- Mechanically Inclined
- Ability to demonstrate compassion and respect for persons with economic challenges
- Ability to work independently and effectively with minimal supervision
- Ability to work with sensitive information and maintain a high degree of confidentiality

Experience:

- Requires one or more years successful and safe driving experience involving company vehicles and trailers
- Responsible work history indicating dependability, initiative, flexibility and ability to follow directions

Education:

- HS Diploma/GED

License/Certifications:

- Current AZ Driver's license (preferably Class C CDL), clean driving record
- Ability to operate 10-passenger van, haul trailers, and operate trailer hitch
- CPR and Basic First Aid or ability to obtain certifications
- Ability to obtain Level 1 Fingerprint Clearance Card

Status / Hours:

Hourly, Part Time/Non-exempt, up to 29 hours/week

Variable schedule including evenings, weekends, and holidays

TCAA is an Equal Opportunity Employer