

## Housing Families Inc. Job Description

<b>Job Title</b>	Van Driver
<b>Hiring Manager</b>	Siobhan Malady
<b>HM Title</b>	Assistant Director
<b>Division</b>	Great Youth and Family Program
<b>Location</b>	Malden

### ABOUT US

Housing Families Inc., founded in 1986 by community members concerned about the growing crisis of homelessness, has helped more than 2,400 families make the transition out of homelessness to successfully retain permanent housing. Today, Housing Families is one of the largest and most capable providers of shelter and affordable rental housing in Massachusetts.

We provide safe, temporary shelter and quality affordable housing to homeless and at-risk families. We offer individualized supportive services to enrich children's lives, nurture the potential of each family member, and help families maintain permanent housing.

Our vision is a world in which everybody has a place to call home. We are looking for those who share in this vision and for skilled, compassionate individuals who share in our agency values of Respect, Caring, Integrity, Growth, and Teamwork:

- Respect – We treat people with dignity.
- Caring – We show compassion and act thoughtfully.
- Integrity – We adhere to high standards.
- Growth – We foster innovation and continuous development.
- Teamwork – We collaborate and celebrate.

### RESPONSIBILITIES:

#### Purpose

The Van Driver will drive the children from their residence to program activities. This position reports to the Program Manager.

#### Responsibilities

1. Maintain safe driving practices and ensure that all children arrive safely at their destination.
2. Maintain clear limits with children for van safety.

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3. Communicate with the Children's Program to alert staff of problems, children who do not show, and to estimate arrival time at program facilities.
4. Email supervisor at the end of the day to report daily happenings on the van.
5. Follow the driving route and pick up children as scheduled.
6. Greet children (and parents) at pick up and drop off.
7. Oversee van cleanliness.
8. Refill gas tank as needed.
9. During school vacation drive and chaperone field trips, participate and run groups or help clean program when not driving.
10. Other tasks may include, but are not limited to: shopping for program supplies, cleaning, organizing, stocking, making phone calls, creating transport sheets, tracking attendance, etc...
11. Keep up with van maintenance.
12. manage up to 14 children in a vehicle

### QUALIFICATIONS / REQUIREMENTS:

#### Qualifications

Applicants should have a valid driver's license. Applicants who are bi-lingual and have experience working with families from diverse backgrounds are encouraged to apply.

#### Eligibility Requirements

- Must be able to pass a CORI/SORI background check
- Must have a clean driving record
- Ability to read and write in English
- Required hours are Monday- Thursday 1:30-8:30 and Friday 1:30-7. There is a possibility of additional or Saturday hour as well if the candidate wishes.

### DESIRED CHARACTERISTICS:

We believe that in order to be successful in this position, it is crucial that the candidate is able to honestly assess his/her strengths and determine that they include:

- Desire to put safety first when driving
- Willingness to work well with families from diverse backgrounds
- Bilingual a plus
- Excellent people skills
- Ability to handle a number of issues at one time
- Flexibility
- Patience
- Openness to learning and willing to ask questions and receive feedback
- Comfortable working independently and as part of a team
- Ability to stay calm in crisis
- Comfortable managing and engaging groups of children

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- Positive attitude
- Punctual and reliable

### APPLICATIONS/COMPENSATION:

- Interested candidate must submit a resume and cover letter to [smalady@housingfamilies.org](mailto:smalady@housingfamilies.org) or fax to 781-322-9292 attn Siobhan Malady
- 32-40 hours a week at 15\$/hr

#### **Waiver:**

*I have read, understand and voluntarily commit myself to the general guidelines contained in this document. I also understand that this is only a basic description of my job and that it does not, nor is it intended to, outline all of the specifics of the responsibilities which I will be expected to perform.*

Employee's Name (Print): \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_