

Welcome Inn Day Center
a mission of the South Oakland Citizens for the Homeless

Modified 06/22/2016

Position Description:
Transportation Specialist

Our Mission

To provide a warm, safe day center during winter months for adults experiencing homelessness and an occasional drop in center during the non-winter months.

Organization Overview

Since 2003, the Welcome Inn Day Center has operated as a volunteer-based, low barrier drop in center for the chronic homeless. An outreach program of the South Oakland Citizens for the Homeless, we offer refuge to our area's most vulnerable residents; filling basic needs of shelter, clothes, hygiene and food while providing case management, job counseling, integrative healthcare options and onsite consultations with other continuum of care agencies.

Employment Status

On an as needed basis – no benefits

Position

The Transportation Specialist is responsible for the safe transportation of clients of the Welcome Inn to and from activities sponsored by the South Oakland Citizens for the Homeless (SOCH).

Job Duties

1. Transport clients in the agency vehicle to locations throughout the community
2. Run errands as required to insure continued smooth operations of the Welcome Inn
3. Maintain records of the agency vehicles safety and inspections
4. Verify that bus meets regular maintenance schedules
5. Create a harmonious safe environment for clients while transporting them to their appointments destination
6. Perform other occasional transportation tasks as assigned

Job Conditions

1. Staff may be exposed to guests exhibiting severe behavioral and medical issues

SOCH is a 501 © 3 organization; donations are tax deductible as allowed by law
Donations to SOCH may be addressed to: PO BOX 1937, Royal Oak, MI 48036
The Welcome Inn is located at: 1717 W. 13 Mile Road, Royal Oak, MI 48073
Our mailing address is 2855 Wiltshire Road, Berkley, MI 48072
Phone: 248-677-8757 email: contact@sochwi.org

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Job Expectations and Requirements

1. Willingness to perform tasks or work schedules not included in job description
2. Attendance and participation in meetings as required
3. Adherence to SOCH policy on confidentiality
4. Ability to lift/move of donated items, tables, chairs, etc.
5. Adhere to staffing schedules in order to provide safe and adequate staffing coverage

Employment Basis

1. This is an at-will employment position
2. Staff are subject to the discipline process, up to and including termination, for actions that violate the SOCH policies or procedures; federal, state and local laws; state or county regulatory requirements/rules; or professional licensing requirements
3. Staff will be evaluated on an annual basis

Qualifications

1. Passion for serving the homeless in our local communities
2. Possess a CDL Michigan Drivers License with a "P" endorsement
3. Ability to maintain positive interaction and sensitivity with populations of diverse backgrounds

MINIMUM QUALIFICATIONS:

Employee Signature

Date

Board Chair

Date