



Job Title: Driver - Recovery Home

Supervisor: Housing Director

Compensation: \$17.39, Bilingual differential = +\$.58 cents /hr

To apply go to: <https://restorativepartners.org/careers/>

Department: Housing & Treatment

FLSA Status: Non-Exempt, Part-Time

Date: July 18, 2022

Organizational Overview:

Restorative Partners, Inc. (RP) is a nonprofit organization that transforms lives impacted by crime through healing services and relationships. We believe in accompanying and supporting anyone affected by crime on their healing journey, to be an instrument of restoration, of forgiveness, of accountability, and of reconciliation. We believe that violence is never a solution to any problem and that every person is endowed with a sacred dignity, and is capable of changing, healing, and being restored. We believe that everyone deserves to be treated with respect and dignity. We believe that we can overcome violence with education, love, and compassion. www.restorativepartners.org

Job Overview:

The Driver will work closely with Restorative Partner's Housing and Treatment Team, to ensure that our residents who live in our sober living homes are making their appointments in a safe and well-organized manner. Our goal is to provide transportation services while assisting residents in attaining independence. All work is done with an understanding and practice of a restorative justice approach.

Essential Duties & Responsibilities

- Transport our resident partners to and from RP programs and meetings
- Transport residents to various appointments throughout the week (job search activities, doctors, etc.)
- Assist residents with organizing their transportation needs in order to streamline process and reduce expenses
- Must operate vehicle safely at all times
- Maintain an accurate driving log and records i.e. collision report
- Complete daily maintenance checks and report any concerns to Housing Director immediately
- Responsible for safety and well-being of all residents during transport
- Assist with other transportation as needed, prioritizing treatment, recovery, and mental/physical health
- Communicate daily with Housing Director concerning resident schedules and transportation needs in order to streamline process and reduce expenses
- Create and maintain open lines of communication with all SLE residents, RP staff, and community partners including neighbors
- Assist with Food Bank pick ups and shopping trips

Requirements

- Requires an understanding of a social and a medical assisted recovery model of recovery
- Knowledge of and commitment to restorative justice practice and trauma-informed approach to clients
- Proficiency in computer software (primarily Microsoft Word, Excel, google drive, and data entry)
- Good communication skills and competency in working cooperatively with residents, managers, RP staff, and volunteers
- Currently not programming with probation or court-ordered addiction classes
- Good organization skills and ability to work within a team environment
- Drivers License and clean driving record (**Required**)

- High school diploma or equivalent (*Required*)
- Must agree to Agency Vaccination Policy

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. This position requires the ability to occasionally lift up to 20 pounds.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Restorative Partners is an equal opportunity employer and does not unlawfully discriminate on the basis of race, creed, national origin, disability, sex, gender identity, marital status, age, or any other protected status covered by federal or state law.

Contact: Gus Chavez gus@restorativepartners.org/805-242-1272 ext. 175