



Job Title: Driver/Weekend Night Manager

Supervisor: Housing Director

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

Department: Housing

FLSA Status: Non-Exempt, Full-Time

Date: ASAP

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/Weekend Night Manager will work closely with Restorative Partner's Housing and Treatment Teams, to ensure that our residents who live in our sober living homes are making their appointments in a safe and well-organized manner. The driving portion of the job will take place during the work week (Monday through Friday) with a day off during the week. Our goal is to provide transportation services while assisting residents in attaining independence. The Driver/Weekend Night Manager also provides weekend overnight (10pm - 6:30am) coverage at RP's recovery home for men. During this time, their primary responsibility is to ensure a safe, secure, trauma-informed, clean and sober living environment for people in recovery and reentry. This position requires a team player with a restorative justice approach to their work. House Managers pay special attention and/or facilitate open lines of communication while maintaining accountability with the residents. All work is done with an understanding and practice of a restorative justice approach.

Essential Duties & Responsibilities

Driving

- 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

Weekend House Management

- Provide overnight coverage (10pm - 6:30am) on the weekends
- Maintain and model a solid program of recovery and ensure all residents do likewise (have a sponsor)
- Manage sign in and out logs to ensure the resident's activity is being well documented
- Report facility maintenance needs to the Housing Resident Coordinator
- Bed and property checks
- Manage and distribute meds if needed
- Support Resident Coordinator with client intake paperwork and reviewing house expectations
- UA testing & breathalyze as needed
- Monitor resident behavior/progress and communicate with the Resident Coordinator on verbal warnings and write-ups and documents as directed
- Communicate household & resident needs to the Resident Coordinator ie: food, hygiene, supplies
- Facilitate weekly house meeting upon request
- Assist with transportation as needed if cleared by agency to drive
- Additional duties per Housing Director's request
- Attend required training and monthly department meetings including Community Workshop, CPR, food handlers training and Motivational Interviewing

Requirements

- **Required:** Valid Driver's License and Insurance with clean driving record
- **Required:** Must be able to obtain and maintain CDCR clearance through our STOP subcontractor to work with people on Parole and must not be currently on Probation or programming with court-ordered programs
- **Required:** High school diploma or equivalent
- 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
- 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.

Acknowledgment

I acknowledge that I have read the job description and requirements for the **Driver/Weekend Night Manager** position and certify that I can perform these essential functions.

Applicant/Employee Signature

Date

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.

This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change.