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| <b>Reports to</b>   | Director of Family Crisis Services     | <b>Position Status</b> | Temporary                      |
| <b>Salary Range</b> | \$15.00/hour                           | <b>Location</b>        | Midvale Family Resource Center |
| <b>EEO Class</b>    | Operatives                             | <b>FLSA Status</b>     | Non-Exempt                     |
| <b>Shift</b>        | 12:00 pm to 8:00 pm, Weekends Required |                        |                                |

### Job Summary

The Road Home seeks employees that have a deep commitment to the mission of serving families that are experiencing homelessness. This team member will work in a homeless shelter system that provides emergency shelter to 300 individuals nightly. Working here is an opportunity to build people and change lives!

The Family Transportation Specialist will personally contribute to the mission of helping end homelessness for families. The primary role of the Transportation Specialist will be to assist families by transporting them from the Midvale Family Resource Center to the isolation/quarantine facility established by the Utah Department of Health. In this way, this team member can be part of the COVID-19 solution, helping to prevent the spread in our community.

### Duties and Responsibilities

1. Provide quality, trauma-informed services to guests of our Midvale Family Resource Center.
2. Drive, navigate, and operate agency vehicles thoughtfully and safely, while observing and following all traffic rules and regulations, in a variety of weather conditions.
3. Transport families from the Midvale Family Resource Center to connect them with various resources in the greater Salt Lake area, including the isolation/quarantine facility operated by the Health Department.
4. Follow COVID-19 safety protocols, such as wearing a mask, maintaining distancing between yourself and the guests you are transporting, and cleaning/sanitizing surfaces such as the steering wheel, door handles, and other frequently touched parts of the vehicle.
5. Maintain tracking and submission of gas or other vehicle-related receipts.
6. Follow all parking regulations both on and off agency property.
7. Maintain cleanliness and maintenance of our agency vehicles.
8. Collaborate with case managers, advocates and other staff, who each have roles in helping our guests to step out of homelessness.
9. Operate as part of a team that strives to serve the homeless in our community.
10. Other duties as assigned.

### Education and Experience

High School Diploma or GED required.

Experience driving in an employment role preferred.

### Skills and Requirements

1. Excellent customer service skills.
2. Reliable and dependable.
3. Ability to work independently and use sound judgment.
4. Willingness to accept supervision and direction.
5. Excellent communication and organization skills.
6. Team player.
7. Must have a valid driver's license and a clean driving record.
8. Able to communicate effectively and handle difficult situations with professionalism, compassion, and from a Trauma-Informed Care perspective.
9. Familiarity with and strong belief in the Housing First philosophy
10. Demonstrated awareness of and sensitivity to diverse populations. Ability to contribute to the Agency's commitment to enhancing awareness and appreciation of diverse ethnic and cultural heritages.
11. Must pass pre-employment background check and drug screen.

### Physical and Equipment Requirements

Ability to lift 25 pounds (car seats, luggage, etc.)

Ability to stand and/or walk for an hour at a time

Ability to get in and out of a vehicle for an 8+ hour shift

### Instructions to Apply

To apply, email your resume to [resumes@theroadhome.org](mailto:resumes@theroadhome.org). Please include the job title **Family Transportation Specialist** in the subject line.

*The Road Home is an Equal Opportunity Employer*