

## **JOB DESCRIPTION**

**Job Title:** DRIVER (Swing Shift)  
**Program:** Medical Respite & Sobering Center  
**Reports To:** Program Director and/or Program Coordinator  
**Status:** Non-exempt  
**Salary:** \$18.50/hour

### **JOB SUMMARY:**

The Medical Respite Driver is responsible to transport patients/clients of the Medical Respite Program of Community Forward SF to and from appointments and essential services, including initial placement in the program, and to assist patients/clients in navigating to their appropriate destinations. The nature of work requires sustained physical effort involving considerable standing, walking, bending, stooping, and lifting of patients.

### **ESSENTIAL JOB FUNCTIONS:**

- Support the Medical Respite Mission to promote stabilization, hope, and healing for adults experiencing homelessness in San Francisco.
- Work collaboratively with Community Forward and DPH employees in an integrated team to meet shared goals.
- Respond promptly to transportation requests
- Assist patient/clients to board and/or disembark from the program vehicle, and navigate from vehicle to and from their specific on-site destination, as needed.
- Provide safe and courteous transportation services to patients/clients.
- Assist clients with daily activities, and respond in the moment to client needs and requests.
- Coordinate with and assist on-site Medical Respite & DPH staff to facilitate patient/client care.
- Provide information, counseling, and referral links to patients/clients as needed.
- Maintain daily logs of client contacts, referrals and transports.
- Maintain good communication and mutual support with other service providers, city agencies, community groups and emergency services
- Clean and maintain assigned vehicles
- Adhere to established policies and procedures
- Attend trainings and meetings as requested.
- Other related duties as assigned.

### **BACKGROUND & EXPERIENCE:**

- High school diploma or G.E.D.
- Valid California Driver's License and a good driving record.
- Experience in Commercial Driving
- Complete Defensive Driver Training
- Ability to work both independently and cooperatively.
- Ability to represent Medical Respite to the community
- Previous Home Health Aid experience and/or experience working with the underserved, homeless population.
- Knowledge of homelessness, healthcare, substance abuse, HIV, harm reduction, co-occurring disorders, cultural diversity issues and relevant resources.
- Able to physically assist ambulation of mobility-impaired patients/clients.
- Ability to write and speak effectively.

- CPR and first aid certification required within 90 days of hire.

**PREFERRED QUALIFICATIONS:**

- Knowledge of San Francisco community resources
- Experience working with at-risk client populations

To apply, please submit a current resume and cover letter to [jobs@catsinc.org](mailto:jobs@catsinc.org).