

<b>Job Title:</b>	<b>Driver's Helper</b>	<b>Job Category:</b>	
<b>Department/Group:</b>	ThriftWise Store	<b>Job Code/ Req#:</b>	
<b>Location:</b>	Richmond and Stafford	<b>Travel Required:</b>	To agency locations & apartments
<b>Level/Salary Range:</b>	Hourly	<b>Position Type:</b>	Full-Time; nonexempt
<b>HR Contact:</b>	Angie Wright	<b>Date posted:</b>	Click here to enter a date.
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	Click here to enter a date.
<b>External posting URL:</b>			
<b>Internal posting URL:</b>			
<b>Job Description</b>			
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> <li>• Be professional and abide by agency core values: <b>Service, Passion, Integrity, Respect, Innovation, and Teamwork</b></li> <li>• Responsible for assisting with the Resale Pick-ups and Delivery Services.</li> <li>• Assist with daily safety inspection of Thrift Shop trucks.</li> <li>• Assist with organizing and scheduling donation pick-ups to ensure Pick-up Service.</li> <li>• Assist with loading and unloading all donated items from Thrift Shop truck.</li> <li>• Assist with organizing donations in the Thrift Store and storage units.</li> <li>• Attend meetings related to Thrift Shop operations.</li> <li>• Assist with maintaining all records pertaining to Thrift trucks, plus any other necessary paperwork.</li> <li>• Assist with accepting donations, ensure that donors are issued proper receipts and treated in a courteous manner.</li> <li>• Must be able to work weekends.</li> <li>• Other duties as needed</li> </ul> <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> <li>• Minimum High School Graduate.</li> <li>• Able to lift and move heavy objects.</li> <li>• Able to work with the public.</li> <li>• Have valid Texas Driver's License and carry auto liability insurance as required by the State of Texas.</li> <li>• Satisfactory completion of criminal background checks and drug screening.</li> </ul> <p>PREFERRED SKILLS AND COMPETENCIES</p> <ul style="list-style-type: none"> <li>• An enthusiastic personality is a <b>MUST!</b> We assist those who are struggling to achieve self-sufficiency. It is a rewarding job, but one that requires a great deal of optimism.</li> <li>• Previous experience working with individuals dealing with trauma (preferably domestic or sexual violence) is a plus but is not necessary.</li> <li>• Demonstrates leadership, communication, and problem-solving skills in a manner that encourages and empowers clients to seek remedies for positive change.</li> <li>• Displays ability and willingness to make appropriate decisions, responds compassionately to persons served while maintaining appropriate and professional boundaries, exhibits sound and accurate judgment, supports and explains reasoning for decisions, and includes appropriate people in decision-making process.</li> <li>• Displays original thinking and creativity by meeting challenges with resourcefulness, generating suggestions for improving work, and developing innovative approaches and ideas.</li> </ul>			

- Shows tenacity and thoroughness, with the ability to solve practical problems and deal with a variety of situations.
- Team player who can roll up their sleeves and get involved in everything from big projects to mundane, simple tasks.
- Not easily frazzled, especially during crises.
- Possesses strong time management skills during busy and slower periods throughout the day.
- Applies basic strategies for good communication, including developing rapport, using active listening.
- Establishes/maintains trust and appropriate collaborative relationships with clients.
- Works with clients in a respectful and nonjudgmental manner while employing a victim-centered, strengths-based, and trauma-informed perspective.
- Supports clients' self-determination and informed decision-making.
- Respects client confidentiality and autonomy.
- Uses appropriate verbal and nonverbal communication to deescalate crises situations.
- Applies strategies for addressing conflict and moderating one's own verbal and nonverbal reactions to communications with clients and coworkers.
- Demonstrates ongoing efforts to improve skills in effective verbal and nonverbal communication, such as motivational interviewing, as well as cultural competency.
- Prioritizes/plans work activities using time efficiently; plans for additional resource needs. Sets goals and objectives and develops realistic action plans.
- Deadlines/solutions oriented with the ability to handle multiple competing priorities and wide variety of responsibilities.
- Speaks clearly and persuasively in positive or negative situations, listens, asks for clarification, responds well to questions, and participates in meetings.
- Writes clearly, accurately, respectfully, and informatively, edits work for spelling and grammar.
- Follows instructions, responds to management direction, takes responsibility for own actions, keeps commitments, commits to non-traditional hours of work when necessary to reach goals, completes tasks on time or notifies appropriate person with an alternate plan.
- Travel required in greater Harris and Fort Bend County areas.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Officer Signature: \_\_\_\_\_

Date: \_\_\_\_\_