# Driver / Residential Aide / Admin

**Position Summary**

The Driver/Residential Aide (RA) plays a dual role in ensuring the smooth daily operations of the shelter while supporting the safety and well-being of clients. This position requires an individual who can **safely operate agency vehicles** for client-related transportation and program needs while performing **Residential Aide responsibilities**, including **unit inspections**, **bed management**, and maintaining compliance with shelter policies. The ideal candidate must be flexible, reliable, and comfortable traveling across all **five boroughs of NYC**.

**Key Responsibilities**

**Driving & Transportation**

* Safely operate agency vehicles to transport clients, staff, and program-related materials as assigned.
* Travel across all five boroughs of NYC for appointments, housing placements, and inter-agency transfers.
* Ensure vehicles are well-maintained, fueled, and meet safety standards; promptly report any maintenance issues.
* Maintain accurate vehicle logs, mileage reports, and transportation schedules.

**Residential Aide Duties**

* Conduct regular **unit inspections** to ensure cleanliness, safety, and compliance with shelter standards.
* Support **bed management** by assisting with client intakes, discharges, and internal transfers.
* Monitor client movement, enforce program rules, and ensure a safe, respectful, and supportive living environment.
* Respond promptly to incidents, emergencies, and client concerns while following agency protocols.
* Assist with shelter operations, including meal distribution, supply inventory, and administrative tasks as needed.

**Qualifications**

* **Education:** High School Diploma or GED required; some college coursework preferred.
* **License:** Must possess and maintain a **valid New York State driver’s license** with a clean driving record.
* **Experience:**
  + Prior experience as a **Residential Aide** or similar role in a shelter or human services setting preferred.
  + Familiarity with **unit inspections**, **bed management**, and client intake procedures.
  + Knowledge of NYC boroughs and ability to navigate efficiently.
* Strong communication, organizational, and problem-solving skills.
* Ability to lift up to 25 lbs and stand or walk for extended periods.
* Must be flexible to work evenings, weekends, and holidays as needed.

**Preferred Skills**

* Experience working in a **DHS single adult or family shelter**.
* Knowledge of NYC shelter systems, housing resources, and client services.
* Bilingual in English and Spanish or another language is a plus.