



VOLUNTEER DRIVER / FACILITIES ASSISTANT

The East Bay Community Recovery Project (EBCRP) is a non-profit organization in Alameda County that aims to reduce the impact of substance use, mental illness, and incarceration in our community. We have offered a wide range of programs since 1989. We provide or coordinate comprehensive, high quality services that address the full spectrum of needs: treatment, education, employment, medical care and housing. We currently have three locations in Alameda County, Downtown Oakland, West Oakland and Hayward. "EBCRP's Mission is to support the well-being of the community by providing comprehensive services for mental health, tobacco, alcohol, and other drug abuse and related health problems. We offer housing and employment services as a means to wellness and self-sufficiency. We respect and encourage the strengths of individuals and families, and their ability to make healthier choices."

ESSENTIAL DUTIES & RESPONSIBILITIES:

- ❑ Responsible for all transportation needs of the facility including client outings, program pick-up/drop-off, office equipment and furniture, Food Bank pick-up, trips to and from agency facilities and off-site storage, etc.
- ❑ Maintain agency vehicles by ensuring regular oil changes and tune-ups.
- ❑ Keep transportation log current and accurate.
- ❑ Complete and record room checks and inspection of grounds daily (including check of fire alarm and smoke alarm).
- ❑ Complete repairs on equipment and property in the facility, and facilitate repair from outside sources when needed.
- ❑ Maintain current and accurate tool inventory and secure additional tools/repair supplies as needed.
- ❑ Maintain current and accurate inventory of clients' centrally stocked hygiene products and household items including toothpaste, toothbrushes, deodorant, lotions, soaps, baby supplies, detergent, cleaning supplies, etc.
- ❑ Set up rooms and supplies for new women and organize room moves as needed to accommodate new arrivals.
- ❑ Participate in case conferences, consultations, trainings and staff meetings as directed.
- ❑ Complete other duties as assigned.

QUALIFICATIONS:

- ❑ High school diploma.
- ❑ Valid CA DL. No record of tickets or arrests for DUI in the last five years. No accident in the last three years for which the applicant is responsible.
- ❑ Two years work experience in general facility maintenance and repair.
- ❑ Good written, verbal, and interpersonal skills and strong organizational skills.
- ❑ Ability to independently make purchases and be responsible with money and receipts.
- ❑ Ability to work as part of a team.
- ❑ Cultural sensitivity and willingness to work with people of diverse ethnic backgrounds, sexual orientations as well as people with HIV/AIDS.
- ❑ Ability to work under pressure and prioritize competing job demands.
- ❑ Understanding the importance of and ability to maintain appropriate boundaries with clients and fellow staff.
- ❑ Professional conduct and professional code of ethics are required to ensure client confidentiality.
- ❑ Pre-placement drug screen required.

If interested in this volunteer opportunity, please send a resume and cover letter via email to employment@ebcrp.org. To learn more about the Agency, please visit us at www.ebcrp.org.