

**January 23, 2012**

PROJECT RENEWAL  
DETOX AND CRISIS CENTER

JOB DESCRIPTION: DRIVER

OVERVIEW: Project Renewal runs two chemical dependency crisis programs from its 8 E 3<sup>rd</sup> St location, the Medically Supervised Outpatient Withdrawal Service, which provides medical detoxification and counseling and the Chemical Dependency Crisis Center which provides nonmedical detoxification and counseling. Both programs receive referrals mainly from shelters and homeless outreach programs throughout New York City and refer clients who have completed detox to aftercare programs throughout the tri-state area. The Driver's primary responsibility will be to transport clients to and from the two programs on a daily basis; he or she will also fill in with Medical Aide duties as needed.

REQUIREMENTS:

High School Diploma/GED required. Valid US Driver's license and clean driving record an absolute necessity. Experience working with homeless or substance abuse clients a plus. Candidate must be comfortable working in a fast-paced constantly changing environment and must be able to work flexible hours around a M-F 7AM-3PM schedule. Must be able to read and write legibly and coherently, as well as file alphabetically. Spanish speaking a plus but not required. Must be able to function as a member of a multidisciplinary team.

RESPONSIBILITIES:

Transport clients in a Project Renewal-owned vehicle from referral sources and to aftercare programs within the New York City Metro Area  
Perform basic maintenance on vehicle (refueling, ensuring fluids are at proper levels, having the vehicle washed, etc.)  
Process new intakes in the computer system.  
File documents and organize client charts.  
Help maintain quiet and safety for clients and staff.  
Provide structure for clients and organize client activities.  
Assist nursing with care of clients.  
Clean and sterilize discharged beds.  
Launder client clothing and linens.  
Serve meals.  
Assist with general upkeep of facility.  
Any other duties as assigned.

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