

New Haven Home Recovery, Inc.  
153 East Street, 3<sup>rd</sup> Floor  
New Haven, CT 06511  
(203) 492-4866

**Job Description**  
**TFC Warehouse Worker**  
**Per Diam – Non Exempt**

New Haven Home Recovery, Inc. (NHHR) is a private nonprofit organization serving single women who are heads of household and their children in the provision of emergency housing, scattered site apartments, case management, service coordination and housing advocacy. It is our mission to advocate with women and children in the New Haven community as they confront homelessness and HIV/AIDS by promoting their independence in a supportive environment where their potential can be realized. Together we work to change the institutions and oppressive conditions which affect our lives.

**This position is for coverage of warehouse manager and hours will vary.**

**Location:**

The Furniture Co-Op, 30 Morris Avenue, West Haven, CT 06516

**Responsibilities:**

- Organize donations.
- Disposal of all damaged, stained or donations in poor condition.
- When on site responsible for ensuring all volunteers are completing assigned tasks.
- Supervise Project Green volunteers.
- Ensure all volunteers are aware of assigned tasks during their time at co-op. See volunteer greeter, volunteer warehouse walker and office helper volunteer job descriptions.
- Assist office helper volunteer with processing relevant paperwork:
  - Complete donor acknowledgment forms and send to the main office in a timely manner.
  - Copy TFC volunteer interest form and forward original to Operations Manager.
  - Ensure all volunteer time sheets are submitted monthly to Operations Manager.
- Work with clients that are not escorted by a case manager.
- Communicate with NHHR staff.
- Other projects and or duties assigned by Warehouse Manager.
- Site security; open and close facility when needed.

**Qualifications:**

- Ability and desire to work as part of team; identify with and support the mission of NHHR
- Ability to represent NHHR in a professional manner
- Demonstrated initiative, good judgment, and self-direction
- Excellent communication skills
- Able to maintain confidentiality
- Ability to work independently
- Access to reliable transportation
- Bilingual (Spanish, English) is a plus

**Reports to:**

The TFC Warehouse Worker reports directly to the Warehouse Manager.

*New Haven Home Recovery (NHHR) is an equal opportunity employer, qualified applicants are encouraged to apply.*