



PO Box 285 ° Corvallis, OR 97339
PO Box 1984 ° Albany, OR 97321
1-800-901-2904
www.jacksonstreet.org

Position: Shelter Assistant Manager

Purpose: To support the Shelter Manager in guiding the day-to-day operations of the program, supervision, coaching, and training of Youth Advocates and Interns and compliance of licensing, contracts, and grants.

Responsibilities:

*This position operates on an **alternative work schedule**: Wednesday (half day), Thursday, Friday, Saturday, Sunday, and Monday (half day)*

General-

- Help support Shelter Manager in the day-to-day operation of shelter services
- Provide training, guidance and support for programming including supervision of our emergency shelter staff
- Support the training and implementation of all Jackson Street policies, procedures, and Memoranda of Understanding
- Maintain knowledge and understanding of the organizational continuum of care
- Make appropriate referrals to internal shelter and housing programs, case management, mental health, and life skills services and external resources
- Support compliance with all funding, licensing, and contract entities
- Maintain records and statistics in accordance with HMIS and Social Solutions Apricot 360
- Compile information for monthly LBFS reports
- Complete LBFS orders and manage recalls
- Ensure Incident Reports and MARs are completed and sent as required
- Complete the bi-monthly supplies orders and ensure sites maintain necessary supplies for daily operations
- Help communicate human resources and facilities/tech needs through the appropriate tools
- Participate in training and professional development activities
- Perform other duties and assist in projects as assigned.

Shelter Operations-

- Act as on-call support as scheduled
- Assist in weekly staff meeting facilitation
- Assist with new hire book and shift training
- Be available to cover day/overnight shifts or case loads as needed
- Provide on-shift coaching equitably across shift schedule and during new hire training periods
- Provide structure, guidance, and cues to reinforce patterns of learning and helping the Youth Advocates and Interns develop an understanding of shift work and program implementation
- Guide staff in conflict resolutions between youth and families
- Implement and maintain the "Shelter Store" at both houses
- Facilitate Resident House Meeting weekly at both houses

Jackson Street helps youth 24/7/365

- Remain up to date and connected to individual youth case plans, supporting Youth Advocates in moving each case forward in a productive manner

Community Outreach-

- Engage in the surrounding communities to build relationships and understanding of local culture, geography, demographics, needs, and economic conditions
- Maintain relationships with local organizations, agencies, and businesses to provide services to RHY
- Consult with teachers, guardians, probation officers, and community professionals, as appropriate
- Attend required and scheduled meetings

This position is supervised by the Shelter Manager.

Qualifications:

- Bachelor’s degree in human services or equivalent field or minimum of two years experience in direct care with youth in crisis.
- Experience working with community based partners and social service agencies.
- An understanding and knowledge of adolescent developmental issues, evidence based practices, and alternative solution focused case management approaches to address objectives.
- Maintain an ability to work effectively both independently and as a member of an integrated team, relate effectively with youth, guardians, community, and referral sources; in a flexible, sometimes stressful, unstructured work environment.
- Demonstrate cultural sensitivity and ability to work with people from diverse cultural backgrounds, maintain confidentiality, engage in respectful and collaborative problem solving, and present with a professional appearance appropriate to the position.
- Must be able to pass a criminal history check, have a valid Oregon driver’s license, have an acceptable driving record, maintain auto insurance, and be able to make at least a one year commitment to the position.
- ***An applicant who is QMHA, or bi-lingual/bi-cultural is preferred.***

Pay & Benefits:

This position is full-time (40 hours/week) with an annual salary starting at **\$51,937** (equivalent to \$24.97/hour) plus \$1,040/year (\$0.50/hour equiv.) if bilingual in Spanish & English.

Benefits include paid time off and holidays, employer-paid medical and dental insurance, , voluntary vision insurance, Employer match Retirement plan, Employee Assistance Program (EAP), Wellness Coaching and discounted products and services.