

Are you dependable, have a great attitude, and work well with others?

We are looking for the newest members of our great team who are passionate about helping people, and are currently hiring part- and full time hourly Social Services Assistants for swing and overnight shifts, weekday, weekend and holiday shifts.

Position Purpose:

- Supervise transitional housing shelters, provide direct housing services and support to clients, and refer clients to, and coordinate with COI's community partners.
- Assist clients with their daily routines and goals, ensuring compliance with agency rules, policies, procedures, plans and strategies.
- Assist with crisis intervention as needed, and facilitate and be a liaison to various emergency services.

Responsibilities and Duties:

- Respond to requests and needs for emergency food, showers, phone use, messages, mail service and emergency services.
- Follow agency procedures in daily opening and closing of the shelters, and insure that client chores and activities are completed.
- Supervise use of the community kitchen, bathroom, and transitional shelters.
- Maintain accurate and timely statistical and other records, including monthly program reports as assigned.
- Provide appropriate responses to incidents and/or child abuse, documenting relevant information to client files and PDL (Pass Down Log), and writing and submitting reports as needed or directed.
- Provide case managers and counselors with relevant information regarding their clients
- Answer telephones in a professional manner, routing messages and calls as appropriate
- Conduct client UAs and breathalyzer readings as necessary.
- Attend meeting/s, maintain professionalism at all times, and perform other duties as required or assigned.

Special Position Requirements:

- Commitment to the mission and goals of our social services agency, and to become an advocate for our clients.
- Computer literate.

- Detail oriented, with strong organizational and time management skills, with the ability to handle competing priorities in a complex and fast-paced environment.
- Excellent interpersonal, as well as oral and written communication skills, and an excellent sense of humor.
- Must be able to lift / maneuver up to 25 lbs., as well as stand, kneel, stoop, bend and sit.
- Must be able to successfully complete a State background check.

Required education:

- High school or equivalency.

Compensation and Benefits:

- These are hourly positions with pay starting at \$14.78 per hour (plus \$1.00 per hour for overnight shifts).
- We provide 18 days of Paid Time Off.
- Agency holidays worked are compensated at time and a half.
- We provide medical, dental, vision, short- and long-term disability, and life insurance with COI covering 80% of the premium for medical and dental.

We believe in a work life balance, and positive work environment.

About Community Outreach, Inc:

Community Outreach delivers appropriate services to help people help themselves and others lead healthy, productive lives. Founded in 1971, Community Outreach provides basic human services for homeless and very low income individuals and families in the mid-Willamette Valley, including emergency shelter, transformational housing, case management, nature-based childcare, a food bank, medical and dental clinics, and rehabilitative counseling.

Community Outreach responds to human needs by providing direct services, and by collaborating with other agencies and organizations. Community Outreach assists people without discrimination, and treats them with respect, integrity, and dignity. In the broadest sense, Community Outreach intends to relieve pain and suffering, lessen oppression, meet basic human needs, and promote justice, equality, and diversity. At the heart of every one of our social service programs lies one of these major principles.