

SOCIAL SERVICES ASSISTANTS

Community Outreach, Inc. in Corvallis, is currently seeking full or part-time, weekend-available Social Services Assistants. If you love making a difference, COI may be the right place for you.

Schedule:

- Full or Part-Time
- Mid, Swing and Weekend shifts
- Hourly (overtime eligible)

Reports to:

Director of Housing Services

Work location:

865 NW Reiman Avenue, Corvallis

Starting wage:

\$14.78 per hour

Benefits:

- Medical, Dental, Vision, Life and AD&D insurance
- 18 days of Paid Time Off (PTO) per year
- Birthdays off
- Two floating holidays, and overtime for COI holidays worked
- Retirement plan
- SamFit discount
- Employee Assistance Program
- Employee Discounts

Purpose:

Supervise transitional housing shelter clients, ensuring that COI rules are followed, provide support to clients, make referrals as needed, and coordinate with COI's community partners.

Responsibilities:

- Respond to requests and needs for food boxes, housing screenings, messages, mail and other services
- Supervise the use of shelter facilities, including such activities as inventory control, ensuring that sleeping areas, kitchens, bathrooms, food pantries and storerooms are stocked sufficiently, keeping things safe and organized, and opening and closing the shelter
- Ensure that residents complete their daily routines, chores and goals, ensuring compliance with agency rules and requirements
- Work in control centers, answer inquiries and telephones professionally and promptly, routing messages and calls, and performing administrative duties as required or assigned
- Conduct client urinalysis and breathalyzer readings as required or assigned
- Perform housekeeping functions, including cleaning, dusting, vacuuming and laundry

- Provide appropriate responses to shelter incidents, assist with crisis intervention, and contact and interact with various emergency services and other agencies as required or assigned
- Document pertinent information to client files, Progress Notes Logs, and statistical, program and other reports as needed
- Provide case managers and therapists with relevant client information
- Maintain a safe and secure facility, reporting maintenance and safety issues promptly
- Attend shelter events and meetings
- Perform other duties as required or assigned

Qualifications:

- At least 18 years old, with a high school degree or equivalent
- Ability to work weekends
- Excellent dependability, collaboration and interpersonal skills
- Computer proficiency
- Ability to maintain clear professional boundaries with clients and confidentiality, and successfully complete a state background check
- Ability to lift or maneuver 40 lbs., as well as stand, kneel, stoop, bend and sit
- Ability to perform the essential functions of the position with or without accommodations

Special Position Requirements:

- Ability to be accurate and detail oriented
- Possess strong organizational skills and time management skills
- Ability to prioritize competing priorities in a complex and fast paced environment
- Ability to communicate effectively orally and in writing
- Commitment to the goals of a social service agency and to be an advocate for our mission and our clients

Agency Conformance Statements:

In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision
- Interact professionally with other employees, clients, donors, and outside agencies
- Work effectively as a team contributor on all assignments
- Work independently while understanding the necessity for communication and coordinating work efforts with other employees and organizations

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. They guide our individual efforts, and inform the thousands of small-scale decisions and interactions Community Outreach is a part of every day.

If you are qualified and interested, please send your resume to HR@communityoutreachinc.org, or mail it to:

Human Resources
Community Outreach, Inc.
865 NW Reiman Avenue
Corvallis, OR 97330