POSITION: PROGRAM AIDE – JANITORIAL  
(BILINGUAL ENGLISH/SPANISH PREFERRED)

PROGRAM: MOUNTAIN COMMUNITY RESOURCES  
A PROGRAM OF COMMUNITY BRIDGES

Community Bridges envisions a thriving community where every person has the opportunity to unleash their full potential. Our family of ten programs delivers essential services, provides equitable access to resources, and advocates for health and dignity across every stage of life.

POSITION DESCRIPTION:
Under supervision of the Program Manager, the Program Aide provides support to the houseless population in the operation of the laundry, shower, and locker program. The Program Aide also performs other related duties as needed.

DUTIES & RESPONSIBILITIES:
• Works with the Program Manager to coordinate and supervise MCR’s hygiene program including monitoring shower use and cleaning facilities.
• Works with the Program Manager to oversee MCR’s locker program, including monitoring use and disposing of items not permitted.
• Reviews policies and procedures with clients at time of entrance and ensures clients comply with program guidelines, policies, and procedures.
• Use reflective listening and effective communication skills to interact with clients.
• Perform regular inspections for cleanliness, identify and report needed repairs for malfunctioning equipment.
• Maintain necessary supplies; do regular inventory and order supplies as needed.
• Assists with general clean up. Maintain order and assist in keeping all assigned areas clean and free of spills, trash, and safety hazards
• Communicates effectively and respectfully with clients, volunteers and other staff at the Center, including persons from different racial, cultural and ethnic groups and from different backgrounds and lifestyles.
• Maintains an environment that fosters healthy emotional, social, cognitive and physical growth.
• May represent the agency at community outreach events.
• Maintains confidentiality as it relates to clients, personnel, the agency and all records.

Job descriptions are intended to be illustrative only; they are not designed to be restrictive or to define each and every assigned duty and responsibility. In an organization of this nature, each employee is expected to perform such duties as necessary to fulfill the stated goals of the agency.

EMPLOYMENT STANDARDS:

Knowledge of:
• cleaning practices, products, and equipment.

Ability to:
• relate with empathy to individuals from diverse and vulnerable backgrounds.
• work cooperatively with other staff, volunteers, and representatives of community organizations and agencies.
• utilize the principles of trauma-informed care and mental health recovery
• calmly respond to crises/emergency situations.

MINIMUM QUALIFICATIONS:
• Previous experience with individuals experiencing mental health issues, homelessness or at-risk populations preferred
• Bi-lingual English/Spanish preferred.
• Team player with leadership skills, abilities, and desire to interact with people at all levels.
• Organized, attention to detail, results-oriented
• Must be willing to work at various times and days, including some nights and weekends.
• Must possess physical stamina to stand for long periods of time and sufficient strength to lift up to 50 lbs.
• Must pass a criminal background check and maintain a clean record
• Must provide completed COVID-19 vaccine card

We screen all applicants, require background checks on final candidates consistent with funding regulation requirements and are a Drug-Free Work Place.

UNION:
The Program Aide position is represented by the SEIU bargaining unit.
RATE OF PAY AND HOURS:
- This is a regular, non-exempt, 32 hr/wk position.
- The pay range for this position is $15.00-$19.33/hour, depending on education and experience (plus a $.40 per hour bilingual differential after passing a test administered by the Human Resources Department).
- On-site attendance during scheduled work hours is required of this position.

BENEFITS:
- For employee: shared cost medical, dental, vision, life insurance and Employee Assistance Program. This benefit package is valued at $9,485.04/year
- First year: 16 vacation days and 10 holidays, with accrual based on 32 hr/wk.
- Sick leave: Eight hours/month, with accrual based on 32 hr/wk.
- May be eligible to earn up to 4 Wellness Floaters per year after satisfying all eligibility requirements.
- 401(k) Retirement Plan: Agency matches employee contribution up to 4% of annual salary, effective during open enrollment period.
- Flexible Spending Account (FSA).
- Dependent Care Reimbursement Program.
- Paid lunch.

TO APPLY:
- Please submit your Community Bridges application by email (hr@cbridges.org), fax (831-688-8302), or in person. If you have any questions, please call 831-688-8840, Ext. 200.
- Resumes can be submitted but will not be accepted in lieu of an employment application.
- The application may be downloaded at: http://communitybridges.org/employment
- If applicable, please submit any college transcripts, licenses, and/or certificates as an attachment to your application.

COMMUNITY BRIDGES IS AN EQUAL OPPORTUNITY EMPLOYER.
Applicants shall not be discriminated against because of age, ancestry, color, religious creed, denial of Family and Medical Care Leave, disability (mental and physical), marital, familial or parental status, medical condition, genetic information, military and Veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, and gender expression, political affiliation or sexual orientation.