



Posted: August 9, 2022
Open Until Filled

\$1,000 HIRING BONUS

(After completion of 6-month probationary period)

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 and MCR staff to coordinate MCR's hygiene program including monitoring shower use and cleaning facilities.
- Works with other staff to assist with MCR's locker program, including monitoring use and disposing of items not permitted.
- Listens respectfully and uses 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 and organization of supplies, clothing donations, and client mail. 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.
- 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.

MINIMUM QUALIFICATIONS:

Required:

- Knowledge of cleaning practices, products, and equipment.
- Ability to relate with empathy to individuals from diverse and vulnerable backgrounds.
- Ability to work cooperatively with other staff, volunteers, and representatives of community organizations and agencies.
- Ability to respond calmly and seek immediate assistance to address situations in which clients may be in crisis and/or be demonstrating behaviors that need immediate attention.
- Ability to take initiative, independently organize work, pay attention to detail, and ensure that tasks are completed in a timely manner.

Preferred:

- Previous experience with individuals experiencing mental health issues, homelessness or at-risk populations.
- Bi-lingual English/Spanish.

OTHER REQUIREMENTS:

- Must be available during regular program operations, which are Monday-Thursday 9am-5pm; specific hours of work within that time frame may be flexible. 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 be fully vaccinated against COVID-19, including a booster shot when eligible.

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 Janitorial 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 \$18.40-\$20.21/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 \$9,766.92/year
- First year: 16 vacation days and 11 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 5% 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.