

Position Description:	<u>POSITION PURPOSE:</u> Hope House Temporary Program Assistant I is responsible (on a fill-in and day to day basis) to coordinate volunteers and ensure safe operations of Hope House on days the center is open.
Essential Functions:	<u>MAJOR DUTIES AND RESPONSIBILITIES:</u> • Coordinates and ensures the safe operation of HH and its programs in the temporary absence of the Program Supervisor • Schedules and coordinates volunteers to ensure adequate staffing for program-related activities. • Assures use of proper safety procedures by clients and volunteers. • Participates in training and procedure updates, including safety requirements. • Maintains adequate and appropriate records regarding client services and established office procedures. • Coordinates, as necessary, with local social services agencies, parishes and other organizations, representing HH and CCS. • Keeps CCS Administration Team informed of relevant issues, i.e. program needs and safety concerns. • Monitors use of program petty cash funds and maintains supplies for the program. • Troubleshoots and problem-solves around issues of access, communication and linkages between community resources and HH clients. • Performs other work-related duties as assigned.
Job Requirements:	<u>QUALIFICATIONS:</u> MINIMUM: • High School Graduate. • One year's experience in coordination of personnel. • Basic understanding of child development and how to work with special needs children, their families and individuals. • Strong organizational skills, good communication skills. • Demonstrates the necessary attitudes, knowledge and skills to deliver culturally competent services and work effectively in multi-cultural situations. • Support and contribute to a creative, collaborative and respectful environment that promotes teamwork. • Ability to work independently and as a member of a team. • Willingness to learn and work well within a team environment. • Be willing and able to work in and contribute to a creative and collaborative environment. • Support and uphold the mission, beliefs and values of Catholic Community Services and Catholic Housing Services. • Criminal History Background Checks are required prior to employment. PREFERRED: • Volunteer experience at Hope House. • B.A. in Social Work or related field. • Experience working with contracts and assisting to ensure work statement compliance. • Active participation in the Catholic faith.

Catholic Community Services and Catholic Housing Services is an Equal Opportunity Employer. Please let us know if you need special accommodations to apply or interview for this position.
APPLICATION PROCEDURE Please use the QR code to submit your resume, cover letter and application for this position.
 Email cheriw@ccsww.org with questions or help applying.

