

Job Announcement

Title: Service Facilitator – Fireside Apartment

Hourly Rate: \$20.00

Reports to: Fireside Coordinator

Work Schedule:

Monday 2:30PM to 8:00PM

Tuesday-Wednesday-Friday 9:00AM to 12:30PM

Occasional nights 2 x a month or less

Part time – 16 hours/week

Grade: n/a

Non-Exempt

Homeward Bound is Marin County's primary provider of housing and shelter for single individuals and families experiencing homelessness--offering short- and long-term supportive housing, job-training and placement, and services in support of our client's safety, dignity, and independence. We are looking for a Service Facilitator to coordinate Fireside Apartments supportive housing programs for homeless individuals and families.

This is an exciting opportunity for a mission-driven hands-on team player to join our vibrant and cutting-edge nonprofit organization. We end homelessness in Marin County through affordable housing development, supportive services, job training, and social enterprise; if this excites you, then we want to hear from you!

Responsibilities:

- Engage with all residents at the Fireside, providing a welcoming environment
- Facilitate meetings and events with residents in small and large groups
- Track all activities planned for monthly reporting purposes
- Coordinate specific service needs of residents with other provider agencies as needed
- Support activities, training, and workshops in computer room use;
- Organize and participate in regular community meetings and events
- Participate in regularly scheduled meetings with other HB coordinators
- Provide residents with information on local events, resources and programming and help coordinate access for residents

Competencies:

- Excellent communication skills, written and verbal
- Computer skills, esp. Word
- Experience in resource mining
- Embraces core gift philosophy and/ or strengths model of working with people

Qualities:

- Welcoming, encouraging, patient, and supportive
- Flexible and accountable
- Desire to create opportunities for change
- Team oriented
- Sense of humor
- Creative and shows initiative

- Greets, communicates, and treats all program participants with respect, dignity, and an attitude of service.
- Maintains confidentiality related to all program participants.
- Communicates clearly and consistently with supervisor.

Minimum Years of Additional Related Experience:

- 2-3 years' experience working with under-resourced, low-income populations; experience working with individuals experiencing homelessness, desired
- Experience in residential programs and/or housing programs, Housing First model
- Knowledge of life skills and money management

Physical Requirements:

- Ability to sit, and use a computer mouse, keyboard, and monitor, for moderate periods of time (1 – 3 hours per day)
- Ability to stoop, crouch, kneel, and/or crawl on occasion
- Ability to lift and/or move objects weighing up to 40 pounds

Special Qualifications & Qualities (skills, abilities, licenses):

- Enthusiasm for working with individuals experiencing homelessness
- Ability to empower and motivate people to make positive changes
- Ability to work cooperatively with and contribute to a diverse workplace through ideas or experience
- Experience with Windows and Microsoft Office Suite software
- Self-starter who takes appropriate initiative, has excellent time management and organizational skills, the ability to prioritize and organize, is creative and has a sense of humor
- Dynamic, resourceful, flexible, kind, compassionate, understanding
- High level of awareness and comfort working in a culturally and ethnically diverse work environment

EQUAL OPPORTUNITY

At Homeward Bound we are committed to embracing diversity. All decisions regarding recruitment, hiring, promotion, assignment, training, termination, and other terms and conditions of employment will be made without regard to race, color, gender, religion, national origin, creed, ancestry, gender, sexual orientation, gender identity or expression, age disability, veteran status, political ideology, or any legally protected class. It has always been and continues to be Homeward Bound's policy that employees should be able to enjoy a work environment free from all forms of harassment and discrimination. We encourage applicants of diverse backgrounds to apply for any open position for which they feel qualified.

BACKGROUND CHECK(S)

Homeward Bound is committed to providing safe and productive working, learning, and living environments for our staff and clients. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search, and motor vehicle history.