



PROGRAM STAFF – TRI-CITIES NAVIGATION CENTER

POSITION SUMMARY

Oversee the daily logistics of our 24/7 facility, maintaining safety and overall execution of Bridge House navigation. To be a member of a clean, sober team that sets a good example by cooperatively conducting (under general direction and supervision) the daily and nightly operation of all activities pertaining to the navigation program, ensuring the safety of clients, staff, volunteers, and the neighborhood. Collaborate with case management staff to ensure proper program implementation.

ABOUT US

Ready to Work is a program of Bridge House which ends homelessness one person at a time with a sidewalk-to-housing continuum of programming from low-barrier basic needs to its innovative Ready to Work program, Colorado's first work-first solution for adults experiencing homelessness that is sustainably changing lives through paid employment, housing, and case management with locations in Boulder, Aurora, and Englewood. Program participants are employed by one of two social enterprises: outdoor crews or Community Table Kitchen Catering.

MISSION STATEMENT

Bridge House believes in, respects and empowers people who are experiencing homelessness. We connect them to employment and housing opportunities so they can realize and embrace their future.

LEARN MORE: boulderbridgehouse.org/ready-to-work and follow our impact @bobridgehouse on Facebook and IG.

RESPONSIBILITIES AND DUTIES

- Responsible for ensuring that the daily operations of the shelter run effectively and in accordance with Bridge House philosophy, values and directives in order to provide the highest quality of services possible.
- Assist staff in upholding protocol to make sure the navigation center is running smoothly and within the program directives.
- Oversight of daily/nightly navigation activities, and timely, professional follow-up with staff and clients as appropriate.
- Participation in administrative tasks such as processing logs, client needs and phone inquiries.
- Ensure that participants are flagged for welcome meetings and progress updates as scheduled
- Ensure the safety and cleanliness of the center
- Follow the rules of conduct as described in the Employee Handbook.
- Attend and participate in required meetings for training, supervision, and management of operations.
- Perform other duties as assigned.

QUALIFICATIONS AND SKILLS

Education: High school graduation or equivalent

Experience: 6 months of human services or other relevant experience

Knowledge, Skills, and Abilities:

- Effective interpersonal skills with clients and staff.
- Experience with persons who are currently homeless.
- Possess compassion for others.
- Ability to work independently and as a team.
- Ability to maintain confidentiality about clients, staff and other confidential information.
- Ability to defuse and de-escalate volatile situations.
- Attentiveness to detail.
- Ability to interact with emergency services such as police, firefighters or EMTs.

- Willingness to learn about other resources and services in order to refer clients as appropriate.
- Ability to maintain written records and compose written reports.
- Ability to recognize opportunities to enhance operations and to communicate those to staff.
- Basic computer skills and use of Microsoft Office such as Word and Excel.
- Must be able to stay awake through an entire work shift.
- Must be able to lift and move items weighing up to 50 pounds such as tables, chairs, blankets and black bags.
- Must be able to perform duties associated with cleaning such as sweeping, mopping, and scrubbing.
- Must pass a drug and alcohol screen, as well as background check.

COMPENSATION AND BENEFITS

- This is a part time, in person position in Englewood, Colo. and directly reports to the Navigation Manager
- Compensation dependent on experience beginning at \$18.75/hour
- Health insurance with dental and vision options
- 403b investment opportunity
- Sick, holiday, and floating holiday pay

TO APPLY

Please email a cover letter and resume to: jobs@bhrtw.org

Immediate start date. Applications will be accepted until the position is filled.

NON DISCRIMINATION POLICY

Bridge House is an Equal Opportunity Employer and is dedicated to the spirit of the intent of equal employment opportunity. We prohibit unlawful discrimination on the basis of age, race, color, gender, sexual orientation, national origin, religion, disability, genetic information, or any other applicable status protected by state or local law. This policy applies to all areas of employment and includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as clients, vendors, consultants, etc.