



Coachella Valley Rescue Mission

Title: Women's Program Assistant

Hourly Position: \$17 an hour, Part time: 25 hours weekly

**PLEASE SEND YOUR RESUME TO JACQUELINE HOLLOWAY, HR MANAGER:
JHOLLOWAY@CVRM.ORG**

Job Summary

The Coachella Valley Rescue Mission was started in 1971 as a soup kitchen and since then has evolved into a large shelter that houses over 200 homeless individuals daily. We offer our clients shelter, food and water, a shower and clean bed daily. We also have 2 programs for women and men to stay and live within our shelter for 9-12 months. During these months we require them to have job skill training on site, save 80% of their income, and help them with resume building. We also have a new women's and children's building that will open by the end of the year that will house many women and their children. During the year we host many events like our annual backpack drive and volunteer opportunities. Our goal is to help clients attain sustainable self-sufficiency.

Duties and Responsibilities:

1. Assess client's needs such as program, housing, transportation, education, and their recovery.
2. Confidentiality of client files and their needs.
3. Provides programming, safety awareness, work training, and life skills for residents.
4. Enforces mission rules and regulations to all clients and residents.
5. Understanding and adhering to all mission policies, procedures, and job responsibilities.
6. Responsible for delegating tasks to clients such as maintaining dorms clean etc.
7. Keep accurate file folders for each Client and update Mission Tracker computer database
8. Report all violations to Program Managers.
9. Additional duties as assigned by Program Manager.

Requirements: Drug and alcohol certificate a plus, experience in case management, Valid CPR certification is a plus.

Skills and Abilities



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1. Must be able to use and operate Microsoft programs (Word, Excel, and CRM software)
2. Must speak clear English and Spanish fluency preferred, to conduct business with individuals of various capabilities.
3. Ability to legally operate a motor vehicle with clean driving record.
4. Effective time management and problem-solving skills.
5. Must have excellent documentation skills (Consistency and accuracy)
6. Team player with the ability to follow instructions.
7. Knowledge of community resources.
8. Experience working with persons in crisis.
9. Excellent written and verbal communication skills, ability to establish rapport.
10. Ability to motivate others towards achieving goals.
11. Ability to work independently with strong sense of focus, task-oriented, nonjudgmental, open personal qualities, clear sense of boundaries.
12. A strong sense of and respect for confidentiality involving both clients and fellow employees.
13. Ability to work in a variety of settings with culturally-diverse families and communities with the ability to be culturally sensitive and appropriate.

Work environment: Working with homeless individuals and mothers with children on a daily basis. Working with clients that have criminal backgrounds. This position operates in a professional air-conditioned office environment with exposure to fluorescent and LED lighting as well as VDT illumination. Noise levels are low to moderate.

Reports to: Women's Program Manager, Davina Garcia