



Changing lives
Building communities
Creating opportunities

Central City Concern is a non-profit social service and housing agency whose mission is to provide comprehensive solutions to ending homelessness and achieving self-sufficiency. CCC provides many services, such as chemical dependency treatment, employment services, housing, medical services, and other related services, to a diverse population. As an agency deeply rooted in recovery we have a keen interest in promoting and maintaining a Drug & Alcohol-Free Workplace. A drug and alcohol-free workplace is essential in supporting individuals in recovery, and in providing a safe, healthy, and productive environment for employees. As part of our policy and commitment to a drug and alcohol-free workplace we conduct post-offer, pre-employment drug screens.

JOB ANNOUNCEMENT

----INTERNAL ONLY----

- - - - - Please note the 7-day posting for Union Seniority Bid purposes- - - - -

TITLE: Community Building Assistant
DEPARTMENT: Housing
LOCATION: Biltmore/Butte Buildings
REPRESENTED: Yes
REPORTS TO: On-Site Manager
SHIFT: Thursday – Saturday, 3:00pm – 11:30pm, Sunday – Monday, 11:00pm – 7:30am
SALARY: \$11.20 per hour + \$0.45 shift differential

SUMMARY: The individual holding this position performs routine building cleaning, upkeep and monitoring of building activities and is an integral member of the property management team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Maintain comfortable, safe and sanitary living environment in a residential building as directed by the Portfolio Manager.
2. Perform minor upkeep, room inventory, and vacant room preparation tasks, routine pest control spray after turnover.
3. Perform regularly assigned tasks including but not limited to: clean and straighten lobby, hallways, unoccupied offices, bathrooms, elevators, residential rooms, interior and exterior common areas. Clean windows, floors, countertops, appliances, and fixtures. Other cleaning, sweeping, mopping, dusting, vacuuming, washing, disinfecting and polishing.
4. Conduct periodic inspections of common areas.
5. Report any hazardous conditions or emergency situations.
6. Greet and answer queries from residents and building visitors and provide information and updates to staff.
7. Answer and direct telephone calls to appropriate staff, take messages, deliver notices and other documents, file as time allows or as assigned.
8. Maintain daily event logs, delivery logs, incident logs; update building rosters and other reports.
9. Monitor security cameras as assigned.
10. Collect random and required observed urinalysis as assigned by the Portfolio Manager or Case Management Staff.
11. Update lobby area with appropriate health and social services related information.
12. Remove ice and snow as required during inclement weather.
13. Inventory, label and store tenant property.
14. Adhere to safety policies and procedures.
15. Perform other duties as assigned.

SKILLS AND ABILITIES:

1. Ability to effectively and courteously communicate and interact successfully with a wide variety

of people, including tenants, clients, co-workers, corrections personnel, police, merchants, the general public, and supervisor on the telephone or in person.

2. Ability to manage time and meet deadlines.
3. Ability to communicate clearly and concisely both verbally and in writing and to understand and follow verbal and written instructions.
4. Detailed oriented; ability to maintain accurate records and necessary paperwork.
5. Ability to learn and apply training instruction.
6. Ability to work independently or as a team member and to establish priorities with minimal supervision.
7. Ability to display a non-judgmental attitude, and a willingness to learn new skills.
8. Ability to use computers for basic functions, or ability to be trained in their use.
9. Ability to work and maintain professional composure in an environment where people may be hostile, abusive, or combative.
10. Professional maintenance of appropriate boundaries.
11. Knowledge of de-escalation methods or ability to be trained in de-escalation methods.
12. Sufficient manual dexterity and physical ability to perform assigned cleaning and maintenance tasks and to pull, lift and move heavy objects, cartons or equipment.
13. Ability to learn applicable safety policies and procedures, including Material Safety Data Sheets (MSDS), and the ability to apply workplace and job-site safety standards.

MINIMUM QUALIFICATIONS:

1. Must have at least 6 months experience and/or training in interior and exterior janitorial work.
2. If a recovering chemically dependent person, must currently be clean and sober.
3. Must pass a pre-employment drug screen, TB test and background check.
4. Must not be a registered sex offender.
5. Must not be on active probation or parole.
6. Must be able to read, write and understand English.
7. Must have basic computer skills including Word, Excel, Email, and basic file management.
8. Physical ability to bend, stoop, kneel, squat, twist, reach, pull, lift heavy objects, and operate mechanical equipment.
9. Must be able to climb stairs several times a day.
10. Must adhere to agency's non-discrimination policies.
11. Ability to effectively interact with co-workers and clients with diverse ethnic backgrounds, religious views, political affiliation, cultural backgrounds, life-styles, and sexual orientations and treat each individual with respect and dignity.

APPLICATION PROCEDURE:

Qualified internal applicants **must** submit a Central City Concern Internal Employment Application to be considered for this position. Applications can be obtained at the main admin office or at your program/department from your supervisor. Applicants may include a cover letter and resume. Apply by sending application by inter-office mail or deliver in person to Central City Concern, 232 NW Sixth Avenue, Portland, OR 97209.

Date Open: 2-3-12

Seniority Bid Close Date: 2-10-12

Regular Close Date: 2-13-12

Reference No. 12-23