



CENTRAL CITY CONCERN

HOMES HEALTH JOBS

JOB ANNOUNCEMENT

Central City Concern is a non-profit social service and housing agency whose mission is to provide pathways to self-sufficiency through active intervention in homelessness. 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 TITLE: Recycling and Reuse Coordinator-80%
DEPARTMENT: Housing – Property Management
REPRESENTED: No
REPORTS TO: Senior Portfolio Manager
FLSA: Non-Exempt
PAY: \$12.00/hour
SHIFT: Tuesday – Friday 11am – 5:30pm
Saturday 9 am – 5:30 pm

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Lead staff and central point of contact for CCC’s abandoned resident property and other property that can be recycled or reused, or has special disposal needs, including but not limited to clothing and textiles, kitchenware, furnishings, appliances, electronics, scrap metal, lightbulbs, ballasts, batteries, bicycles, and non-curb-side recyclables.
2. Maintain systems for storage, processing, distribution and disposal of property.
3. Coordinate with CCC staff and volunteers including but not limited to Housing staff, janitors, Public Affairs, Volunteer Coordinator, and Green Team members.
4. Join and actively participate in CCC Green Team.
5. Process abandoned resident property (AP), including sorting property for disposal, recycling or reuse. Assist with returning property to residents.
6. Identify and maintain cost effective and efficient resources for redistribution, recycling and disposal of CCC property, including but not limited to recycling centers, nonprofit agencies in need of donated items, and waste disposal resources.
7. Store, package and transport property for redistribution, recycling or disposal as needed, in compliance with all relevant health and safety regulations and CCC policies.
8. Manage overall process of sorting and redistributing clothing from AP and donated clothing.
9. Sort clothing from AP, including “pre-sort” of separating and safely disposing of hazardous materials and preparing clothing for “main sort” (sorting reusable clothing into final categories).
10. Perform main sort of clothing from AP as needed.

11. Launder clothing from AP as needed.
12. Work with CCC Volunteer Coordinator to schedule volunteers as needed, and facilitate and assist volunteers performing AP clothing sorting and picking and other volunteer duties.
13. Maintain appropriate inventory, tools, and supplies for AP clothing sorting central location and keep location in good condition.
14. Coordinate redistribution of clothing and other items to CCC locations and partner agencies, including communicating with sites to determine their needs, sending reminders to place orders, picking and preparing orders for pickup and delivery, making deliveries, and maintaining a current list of CCC and partner agency needs.
15. Collect and report accurate data on a weekly basis on amount, type and redistribution of property from AP and other property.
16. Identify pests such as roaches and bed bugs.
17. Spray for and remove pests such as roaches and bed bugs.
18. Maintain work areas and vehicles in safe, clean and orderly manner.
19. Complete all necessary paperwork.
20. Attend all required meetings and training.
21. Adhere to safety procedures.
22. Adhere to all state and federal privacy and security regulations applicable to the program, and to CCC policies and agreements regarding confidentiality, privacy, and security.
23. Perform other duties as assigned.

SKILLS AND ABILITIES:

1. Ability to learn and apply information about safe and correct storage, recycling and disposal of different categories of property.
2. Ability to recognize, identify and remove pests such as roaches and bed bugs.
3. 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.
4. Knowledge of proper chemicals and application of chemicals specific to pest control and bio-hazard clean ups.
5. Ability to identify bio-hazard situations and clean in accordance to OSHA standards and regulations.
6. Ability to walk, bend, stoop, lift, and carry 10 to 50 pounds frequently.
7. Ability to do overhead work.
8. Ability to manage time and meet deadlines.
9. Ability to comprehend and apply written and oral instruction.
10. Ability to interact courteously with the general public on the telephone or in person.
11. Ability to take direction, work independently, and collaborate as part of a larger team.
12. Ability to maintain accurate records and necessary paperwork.
13. Demonstrated ability in effective oral and written communications and customer service skills.
14. Ability to manage multiple work streams.
15. Ability to instruct and work alongside volunteers.
16. Ability to work in all adverse weather conditions including but not limited to rain, wind, heat, cold, snow, and ice.

MINIMUM QUALIFICATIONS:

1. Experience in interior and exterior janitorial cleaning, performing room turnovers, and pest control strongly preferred.
2. Must be trained or be able to be trained in bio-hazard cleanup.
3. Must be able to read, write and understand English.
4. Must pass a pre-employment drug screen, TB test and background check. Must have the ability to work in all C.C.C. Housing buildings and outside locations.
5. If a recovering chemically dependent person, must currently be clean and sober.
6. Sufficient manual dexterity and physical ability to perform duties.
7. Must be able to drive Central City Concern vehicles in the course of employment required. Must possess a current driver's license, pass a DMV background check and be designated an "acceptable" driver as outlined in Central City Concern's Fleet Safety Policy. Must pass a drivers training and an annual recertification training.
8. Will be required to carry an agency cell phone for work use. Cell phone to be provided by Central City Concern.
9. Must be able to bend, stoop, kneel, squat, twist, reach, pull and lift heavy objects and climb stairs, carry 10 to 50 pounds frequently.
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 affiliations, cultural backgrounds, life-styles, and sexual orientations and treat each individual with respect and dignity.

APPLICATION PROCEDURE:

Qualified applicants must submit a Central City Concern employment application, which can be obtained at www.centralcityconcern.org, as well as a Cover Letter and Resume to be considered for this position.

Apply by mail or in person at 232 NW 6th Avenue, Portland, OR 97209; by fax 503-445-8089. By email at jobs@ccconcern.org. Current CCC employees must submit an *Internal Employment Application*. More information at www.centralcityconcern.org. Any person needing reasonable accommodation in the application process should contact the Human Resources department.

Date Open: 7-10-2015

Date Closed: 7-30-15

Reference # 15-298

EQUAL OPPORTUNITY EMPLOYER: All qualified applicants will receive consideration for employment without regard to protected veteran status, disability or any other protected status.