



St. Vincent de Paul
SOCIETY OF LANE COUNTY

Family Support Specialist

Eugene, OR 97408

Pay \$15.50-16.50 per hour

Benefits

- Health insurance
- Paid time off
- Dental insurance
- Vision insurance
- Employee discount
- Employee assistance program

Schedule

- 8 hour shift
- Day shift
- Weekend availability

Job description

First Place Family Center (FPFC) is currently Eugene's only day shelter and service access point for families experiencing homelessness and poverty. FPFC addresses the impact of homelessness on family stability through shelter, basic needs provision and wraparound case management. Each family receives ongoing support as they access housing, secure and maintain employment, and take the steps necessary to transition from homelessness to stable housing.

The Family Support Specialist I provide assistance and support to families that enter the center. This position also performs hourly sanitizing and basic housekeeping tasks. This position may be asked on short notice to provide shift coverage in case of another staff's absence.

Potential Hours: 5am-2pm, 1pm-10pm, and 9pm-5am open 7 days per week

Monthly trainings and meetings (4 hours per month), and other shift coverage as needed up to 40 hours per week.

Compensation: \$15.50-16.50 per hour with advancement opportunities and premium pay for those with current Peer Support Specialist certification, bilingual, or QMPA/P status.

Job Duties:

- Warmly welcoming and assisting families entering First Place Family Center.
- Providing or obtaining information needed to serve families' needs.
- Assisting families in completing other required forms and documents.
- Take new families on a tour of the First Place Family Center.
- Answering the phone, taking messages, filing, and multi-tasking in a high energy, busy environment.
- Training in our data entry procedures and entering information into Lane County's HMIS database.
- Provide needed support to families as they work towards stability.
- Collaborate with the First Place Family team to help inform practices and procedures that best serve the families in our care.
- Other tasks as needed.

Job Requirements:

- Must be able to pass regular drug screenings and a criminal background check.
- Must be able to report to scheduled shift on time.
- Must be able to clearly communicate with other staff members and clients.
- Must have at least a basic knowledge of computer technology (email, Word).
- Must have the capacity to stay flexible under stress and maintain composure while multitasking in a fast-paced environment.
- Must be able to remain calm in the face of crisis.
- Must be teachable and open to learning.
- Must be self-motivated with a willingness to work independently.

- Must be detailed oriented.
- Must have a warm, welcoming presence combined with good boundaries.
- Must have a nonjudgmental approach to a wide range of individuals and lifestyles.
- Must demonstrate appropriate professional boundaries.
- Must have the willingness to learn a solid knowledge of community resources and the willingness to network and learn.
- Bilingual English/Spanish preferred.

HOW TO APPLY

If you feel you are qualified and want to apply for this position please submit application and resume at <http://apply.svdp.us/>

All employees and prospective employees of St. Vincent de Paul will receive equal employment opportunity without regard to race, color, religion, sex, age, national origin, disability or any other trait protected by applicable law. Promotions, transfers, training, compensation, benefits and all other employment considerations will be administered without regard to race, color, religion, sex, age, national origin, disability or any other trait protected by applicable law. Veterans are encouraged to apply