



JOB ANNOUNCEMENT

Yamhill Community Action Partnership (YCAP)
www.yamhillcap.org

POSITION TITLE: Shelter Resident Manager
RESPONSIBLE TO: Adult and Youth Services Manager

RESPONSIBLE FOR: The Shelter Resident Manager position is a part-time position that provides management and oversight of YCAP family homeless shelters. This position is responsible for overseeing the maintenance and rules of the shelter and other needs as assigned. The Shelter Resident Manager is provided with a private room (suitable for one individual) and utilities in addition to a monthly stipend and is expected to reside at the shelter. Duties are expected to require ten to fifteen hours per week.

STATUS: Non-Exempt, Part-Time, Time commitment of 10-15 hours per week

SALARY & GRADE: \$300.00, Private room, Utilities

BENEFITS: N/A

KNOWLEDGE, SKILLS, & ABILITIES

Ability to maintain confidentiality in client issues
Ability to work with diverse people, organizations and situations
Ability to work a flexible schedule
Ability to work with low-income or homeless persons
Skill in handling stressful or hostile situations under pressure
Skill in oral and written communications
Must pass background and drug screen

JOB DESCRIPTION: See website at www.yamhillcap.org

CONTACT: Send application, resume and letter of interest to:

YCAP
Attention: Human Resources
P.O. Box 621
McMinnville, Oregon 97128
OR
email to: alainab@yamhillcap.org

1317 NE Dustin Court PO Box 621 McMinnville, OR 97128 Phone: 503-472-0457 Fax: 503-472-5555

Youth Outreach: 719 E First Street Newberg, OR 97132 Phone: 503-538-8023 Fax: 503-538-2100

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