



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, non-exempt position that provides oversight of YCAP family homeless shelters. This position is responsible for overseeing the maintenance and enforcing the rules of the shelter and performing other duties as assigned. The Shelter Resident Manager is required to reside full-time at the shelter. The Shelter Resident Manager is provided with a private room (suitable for one individual) and utilities in addition to a regular salary based on a fifteen hour work week. Duties are expected to require fifteen hours per week. Management approval is required to work more than fifteen hours in a work week.

STATUS: Non-Exempt, Part-Time, 15 hours per week
SALARY & GRADE: \$153.75 per week, 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

Date of Posting – 1/16/2018



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
CCB #50960 This institution is an equal opportunity provider.

