Yamhill Community Action Partnership
Job Description

POSITION TITLE: Mobile Shower Operations Specialist
RESPONSIBLE TO: Housing Stabilization Director

RESPONSIBLE FOR:
This part-time (12-15 hours per week – typically afternoon hours), non-exempt, temporary position that operations of the Mobile Shower unit with the goal of providing hygiene access to persons experiencing unsheltered homelessness throughout Yamhill County.

ESSENTIAL DUTIES:
1. Create a positive team atmosphere providing quality service to clients, staff and volunteers through active listening, positive problem solving, and timely responses.
2. Safely tow the Mobile Shower unit to each showering event utilizing YCAP vehicle, including following all towing/hitching safety protocols. Ensure shower is safely locked in storage area.
3. Complete full assembling and dissembling of Mobile Shower unit before and after each shower event following shower manual protocols. Assembly includes components related to shower operations, such generator and water source hook-up.
4. Complete basic shower maintenance as outlined in shower manual, including ensuring shower is winterized for low temperatures.
5. Assist with active shower operations, including greeting guests, collecting guest’s information, establishing shower time slots, providing guests with supplies, and cleaning shower units between uses and at end of showering event.
6. Track and input data on showering services offered
7. Complete purchasing off all shelter related supplies, including propane refills and towel pick-up/drop-off
8. Train other staff or shower volunteers on shower operations
9. Other duties as assigned.

KNOWLEDGE, SKILLS, & ABILITIES
• High School diploma or equivalent
• Towing experience required
• Experiencing interacting with persons experiencing homelessness preferred
• Knowledge of computers, software programs and databases
• Skill in verbal and written communications
• Skill in problem solving and team work
• Ability to maintain confidentiality of client and organizational information
• Ability to work with diverse people, organizations and situations
• Ability to work with a flexible schedule
• Ability to pass drug/alcohol & background check and insurance check of driving record

PHYSICAL DEMANDS
Office Setting
The physical demands described represent those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee may be required to sit, stand, kneel, walk and/or bend for extended periods of time. May lift and/or move up to 20 pounds.
Outreach Setting
The physical demands described represent those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand; walk on uneven terrain; sit for extended periods of time; climb stairs/hills. The employee must occasionally lift or move up to 40 pounds. Employee will be subjected to outside environmental conditions while conducting various levels of outreach to homeless neighbors. In addition to working in a typical office environment, the Outreach worker will be required to work in areas frequented by homeless persons.