

PART-TIME RESIDENTIAL SUPPORT STAFF – SWING/GRAVEYARD SHIFTS CAMEO HOUSE PROGRAM

The Center on Juvenile and Criminal Justice's (CJCJ) Cameo House program is looking to hire an energetic, passionate and professional Support Staff. Cameo House is an alternative sentencing residential program for homeless, formerly incarcerated women and their children. The program provides supportive services and reunification for women with up to two children. A cameo is a seemingly plain stone that, when carefully carved, produces an exquisite silhouette of a woman and becomes a priceless gem. The symbolism of this transformation applies to our participants who, through the help of the program, come to realize that they too are exquisite and priceless members of both the Cameo House family and our community. Clients must be committed to sobriety, be either on SF Adult probation or justice-involved, and be certifiably homeless. Clients may also have custody of their minor children under the age of 7 or be in the reunification process. The program supports participants in building skills in areas such as parent and child attachment, stress management, anger management, educational and vocational attainment, breaking unhealthy relationship patterns, and economic self-sufficiency. Learn more at <http://www.cjcj.org/Direct-services/Cameo-House.html>. To learn more about CJCJ, whose mission is to reduce society's reliance on the use of incarceration as a solution to social problems, visit www.cjcj.org

Minimum Qualifications:

- One year of experience providing counseling, and supportive services to women or high- risk populations. Course work in counseling, social work, psychology, or related field a plus.
- Familiarity with the criminal justice system, recovery programs, or residential programs
- Familiarity with harm reduction, strength-based, gender-specific, and trauma informed care approaches
- Experience and ability to facilitate in-house groups/classes
- Ability and willingness to work with children
- Ability to work with people from diverse backgrounds
- Basic computer skills and working knowledge of Microsoft Office
- Willingness to work flexible hours as needed, and can be adaptable and flexible
- Excellent communication skills and a good sense of humor

Duties:

- Provide crisis intervention, de-escalation and conflict resolution and address emergency situations in a responsible manner
- Communicate regularly with supervisors/colleagues to support program and client goals, and attend meetings as appropriate
- Actively be present by walking and monitoring 2nd and 3rd floors every hour on the hour, to make sure there are no client or housing problems, that nothing is wrong, and that the clients are safe and not doing things that they should not.
- Perform various cleaning duties to maintain a clean facility to include regular cleaning of the 1st floor kitchen, restrooms, and hallways.
- Make sure frozen food is removed from the freezer to defrost for the following day and put it in the 1st floor-refrigerator to thaw.
- Keep the facility secure by watching the monitors and reporting any suspicious behavior immediately.
- Provide on call back up if needed, and being available to work on short notice a big plus
- Carry out tasks pertaining to the efficient and therapeutic operation of the program

This position is:

- Part-time and the staff will work the swing shift (3:00pm - 11:30pm) and graveyard shifts (11:00pm – 7:00am).
- Part-time staff who will work many of the following holidays are also strongly encouraged to apply: New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Indigenous People Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day. This will be a big plus in the applicant's application.

How to Apply: To apply, send your resume and cover letter to cjcjoffice@gmail.com with "Cameo Support Staff" in the subject line. Include in your cover letter how many hours per week you can work (minimum and maximum), and if you will work holidays. This position will remain open until filled – looking to fill the position immediately.

Compensation: We offer a competitive hourly rate, a casual work environment, and a great team of committed professionals. This part-time hourly position reports directly to the Program Director of Cameo House.

Women, persons of color, and individuals with past involvement with the justice system are strongly encouraged to apply.