

HOLIDAYS/ON-CALL RESIDENTIAL SUPPORT STAFF – 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. Participants must be committed to sobriety, be either on SF Adult probation or justice-involved, and be certifiably homeless. Participants may also have custody of their 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 about Cameo House by reviewing the program webpage (<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.

Availability & Scheduling:

- Holidays staff will be expected to work the following holidays: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Indigenous People (Columbus) Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day.

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.
- Ability to work with people from diverse backgrounds.
- Willingness to work flexible hours as needed, and can be adaptable and flexible.
- Excellent communication skills and a good sense of humor.
- Basic computer skills and working knowledge of Microsoft Office.

Duties:

- Communicate regularly with supervisors/colleagues to support program and participant goals, and attend meetings as appropriate.

- Provide crisis intervention, de-escalation and conflict resolution, and address emergency situations in a responsible manner.
- Actively engage in program responsibilities, walking and monitoring 2nd and 3rd floors every hour on the hour, checking that there are no participant or housing issues and ensuring safety.
- 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 support if needed. Availability to work on short notice is a big plus.
- Carry out tasks pertaining to the efficient and therapeutic operation of the program.

How to Apply:

To apply, send your resume and cover letter to cjcjoffice@gmail.com with “Cameo Support Staff Holidays/On-Call” in the subject line. Please include in your cover letter how many holidays you can work. This position will remain open until filled – seeking to fill the position immediately.

Compensation:

CJCJ offers 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 IN THE JUSTICE SYSTEM ARE ENCOURAGED TO APPLY.