



JV Flex Position Description: Program Associate

Position Title: Program Associate

Agency: Rose Haven Day Center for Women and Children

Program: Direct Service Programs

Location: Portland, OR

Primary Service Category: Women's Shelter/Program

Other Service Categories: Homelessness/Housing Services, Social Services, Shelter/Program

About JV Flex: JV Flex is a program of Jesuit Volunteer Corps (JVC) Northwest, which partners passionate individuals with values-driven organization for a year of service in Portland or Seattle. The JV Flex program offers opportunities in personal growth and formation, along with community-building through monthly meet-ups and two annual retreats with your local cohort of fellow volunteers. Participants of the JV Flex program are also AmeriCorps members, and will receive healthcare, childcare (if needed), a living allowance of \$15,100 and the \$6345 AmeriCorps education award upon completion to use for prior loans or further study.

About Rose Haven: Rose Haven is a day shelter and community shelter serving women, children, and gender non-conforming folks experiencing the trauma of abuse, loss of home, and other disruptive life challenges. We break the cycle of homelessness by providing meals, clothing, first aid, mailing addresses, hygiene, restrooms, showers, as well as educational programs and guidance through medical and social services. By meeting basic needs and building trust, we empower our guests to explore long-term change.

Position Description

Rose Haven is seeking a compassionate and dedicated person to join us in providing services directly to the women, marginalized genders, and children that we serve within a low-barrier, drop-in, day space setting. This unique opportunity will give you the opportunity to work with individuals within all of our service programs, providing a diverse range of experiences and insight to our non-profit operations.

Duties and Responsibilities

- Assist in managing Clothing Shop and serving alongside volunteers to support guests accessing this service (estimated to begin Jan 2022). (50%)
- Direct service program, Supply Running: this involves helping to set up for morning services with tables/tents, connecting 1:1 with guests to provide daily clothing, hygiene, and other supplies at their request, retrieving items from indoors and bringing them outside. The Program Associate will also be involved with record keeping of distributed items. Services will be conducted outdoors, working with a staff member and volunteers, until Jan 2022 when services move indoors. Afternoon duties will focus on supporting In-Kind Donation staff and operations. (20%)



- Direct service program, Food Service and/or Shower Program: this involves serving guests 1:1 for food service; managing the shower sign up and operations with support of a volunteer. Afternoon duties will include providing support to In-Kind donations staff and operations. (20%)
- Assist with data entry and record keeping through the use of a computer database (10%)

Language Requirements: English. Candidates with Mandarin or Cantonese skills are encouraged to apply.

Education Requirements: High School Diploma

Additional Position Details

Physical/Mental Demands:

- Walking and standing several hours throughout the day
- Use of stairs
- Bending, lifting up to 20 lbs
- Bringing in in-kind donations and helping to sort as needed

Training and Professional Development Offered:

The Program Associate will be provided training and continuing education opportunities both internally and externally. This includes topics such as trauma-informed care, CPR/AED, Naloxone, suicide prevention, verbal de-escalation and more. We work with community partners to access training and learning opportunities throughout the year.

To apply for this and other JV Flex positions, please submit an online application at jvcnorthwest.org/JVFlex