

POSITION ANNOUNCEMENT/JOB DESCRIPTION

TITLE: Idaho Apartments After-Hours Relief Staff

AGENCY: The mission of Rubicon Programs Inc. is to create and deliver integrated solutions to profound social problems. Our purpose is to make a positive and lasting impact on people living in poverty and on people living with disabilities, especially psychiatric disabilities. We empower people to move out of poverty and improve their quality of life. Rubicon’s programs include workforce services, behavioral healthcare, case management, affordable housing, and legal services.

ACCOUNTABILITY: This position reports to Rubicon’s Senior Program Manager and serves as the on-site contact after hours for issues related to property maintenance, tenant compliance with program rules and neighborhood standards.

QUALIFICATIONS

1.	High school diploma or GED and one-two years of relevant work experience in a supportive housing environment required; college level coursework in the mental health field preferred; experience working with individuals with co-occurring disorders desirable;
2.	Interpersonal flexibility, strong teamwork, effective communication, customer service and negotiating skills and the ability to work successfully with minimal supervision are required; bilingual English/Spanish proficiency desirable;
3.	This position requires driving to and from Rubicon’s Berkeley and Richmond offices and may require the incumbent to transport clients; proof of a valid and current driver license, current auto insurance, and an acceptable Motor Vehicle Report are required.

***ESSENTIAL RESPONSIBILITIES**

1*	Oversight of the community room: Includes interacting with tenants to ensure upkeep of common areas and identifying and reporting maintenance and repair needs to property management personnel and/or Idaho staff;
2*	Monitoring safety of the property overall: Includes opening and securing the property at the beginning and end of shifts, and calling 911 if necessary;
3*	Oversight of resident compliance with program rules and neighborhood standards: Includes monitoring residents, receiving, handling and if necessary, escalating complaints to the Idaho Case Manager;
4*	Timely and appropriate documentation of incidents and issues, monthly reporting, and ongoing communication with the Idaho Case Manager, Senior Program Manager and Activities Coordinator)
5.	Other duties as assigned.

HOURS: Wednesday-Saturday 7:00 PM-10:00 PM; this is a non-exempt position.

COMPENSATION: \$12.00 per hour

NOTICE: This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. Rubicon reserves the right to change, add, delete, upgrade or downgrade the position as dictated by business necessity at anytime with or without notice.

DEADLINE: This position is open until filled and may be closed at any time.

**We are an equal opportunity, affirmative action employer.
Women, minorities and workers with disabilities are encouraged to apply.**

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TO APPLY: Send us a **Rubicon Applicant Tracking Form** with either your resume or with a **Rubicon Employment Application**.

How to Obtain Forms

Visit our website:

www.rubiconprograms.org/careersatrubi.html

OR

Email, fax or mail your name, contact info and request to:

hr@rubiconprograms.org

fax: 510-412-9029

Rubicon Programs HR

2500 Bissell Avenue

Richmond, CA 94804

OR

Visit us in person. Just ask at the front desk:

2500 Bissell Avenue, Richmond

or 1918 Bonita Street, Berkeley

Where to Submit

Send your completed Applicant Tracking Form

(www.rubiconprograms.org/docs/Applicant_Tracking_Form_Data_Entry_2008.06.11.doc) with your resume **or** Employment Application (www.rubiconprograms.org/docs/Employment_Application_2008.04.30.pdf)

to:

Rubicon Programs Inc.

Human Resources

2500 Bissell Avenue

Richmond, California 94804

Fax: (510) 412-9029

[Email: hr@rubiconprograms.org](mailto:hr@rubiconprograms.org)

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Rubicon is proud to be an Equal Employment Opportunity/Affirmative Action Employer and values diversity of culture and thought. We seek talented, qualified individuals regardless of race, gender, national origin, religion, sexual orientation, disability, age or any other protected classification under law.

Rubicon is using E-Verify to validate the eligibility of our new employees to work legally in the United States.