

Title: Sleep Center Coordinator
Employer: Stepping Stones Alliance
Days/Hours: Generally, day hours TBD; part-time (approx. 20 hours/week)
Location: On site, remote work and community engagement outreach
Supervision: Reports to Program Manager
Pay: \$20/hour
Start Date: As soon as possible

Overview of Organization:

Stepping Stones Alliance (SSA), a 501(c)(3) located in west Umatilla County, Oregon, is preparing now to provide housing opportunities and services to the homeless. Stepping Stones will be a new facility when it opens in November/December 2022. This is a first-time hire for this position.

Position Overview:

The Sleep Center Coordinator will have responsibility for operations of the Sleep Center. Primary duties include: soliciting, coordinating and training volunteers, including individuals and community-based groups, ensuring that the Sleep Center operates according to established policies and procedures. Additional duties include tracking, record keeping and data management related to guests and volunteers.

Major Areas of Responsibility and Duties:

Contributions to Stepping Stones Center Leadership

- Contribute to external communication/publicity/public relations related to the Sleep Center
- Develop, evaluate and propose refinements of Sleep Center policies and procedures

Sleep Center Operations

Staffing - Sleep Center Volunteers

- Provide for ongoing recruitment and engagement of an optimum number of Sleep Center volunteers
- Establish and maintain a monthly schedule for volunteers
- Develop or coordinate development of trainings needed by volunteers, including content on Sleep Center operations and policies, CPR/first aid, de-escalation and Crisis Stabilization training
- Deliver or oversee delivery of consistent, high quality volunteer training, including in-person and online options as appropriate

Sleep Center Programming

- Establish and oversee effective delivery and completion of initial Sleep Center Rules and Agreement by volunteers to potential Guests
- Conduct interest and readiness interviews with Guests seeking a transitional housing unit
- Engage with Coordinators of Navigation and Facilities/Security to ensure smooth operations and effective communications in support Guests' needs and goals
- Ensure establishment of and operational compliance with Sleep Center policies and procedures
- Establish and ensure consistency in the operation and schedule of Sleep Center
- Track and report data for Sleep Center operations

- Oversee and manage Sleep Center supplies inventory; maximize use of donations and volunteer efforts
- Communicate needs for maintenance of the Sleep Center building, its surrounding spaces and structures.
- Other duties as assigned

Minimum/Preferred Qualifications:

- Skills and abilities
 - Bi-lingual (Spanish) strongly preferred; or experience effectively utilizing translation services
 - Effective verbal and written communication skills
 - Demonstrated experience or skills in applying rules, policies and procedures in a service environment
 - Ability to efficiently utilize computers and electronic communication
 - Ability to pass an initial drug test and future random drug testing
- Education and/or related experience

Required Preliminary Contact:

If you are interested in this position, first send an email to steppingstonesalliance@gmail.com. The email should identify this position title and your interest in getting more information. Include also your full name, contact information and a brief paragraph introducing yourself, your background, skills and motivation.

A representative of Stepping Stones Alliance will contact you in response to your email and schedule a brief get-acquainted conversation (Zoom meeting). This initial conversation will be completed prior to submission of the full Application Requirements.

Application Requirements:

- Submit a cover letter and resume fully presenting your qualifications and motivation
- Submit proof of relevant professional, educational credential(s) or licensing
- Submit information and permission for a background check (standard procedure for Stepping Stones Alliance staff and volunteers)
- Submit contact information for three (3) references. One or more must be an employment or professional reference.