



Title: Participant Services Coordinator

Pay rate: \$12.00 per hour; DOE

Summary

This position oversees the general supervision of program participants, program and facility operations and the transportation needs of participants.

Duties and Responsibilities: include the following. Other duties may be assigned.

- Serve as monitor staff person during assigned day, evening or overnight shift
- Oversee facility operations during assigned shift
- Maintain a daily log of all activities including any incidents of a security or safety nature
- Respond to after hour emergencies which include contacting administration or proper law enforcement, medical personnel.
- Maintain the safety and security of the facility
- Responsible for key control during shift
- Conduct random and requested drug tests for participants
- Check participants in and out of facility
- Participate in daily shift exchange including documenting in facility log at the end of each shift and thoroughly reviewing log at the start of each shift.
- Provide physical count of all participants four times each day – once or twice each shift

Qualifications

- High school diploma or G.E.D. equivalent.
- Trained to recognize the signs of substance abuse and to respond to drug overdose and provide documentation used to meet with requirement within 30 calendar days of hire
- Valid California Driver's License and proof of personal auto insurance is required. Hire is contingent upon agency insurability
- Must be able to pass a criminal background screening (Live-Scan), as well as maintain annual CPR certification, First aid certification and Tuberculosis test results.

Organization Description

Saint John's operates the only program of its kind Sacramento County, and is built around an 12 – 18 month curriculum of intensive life skills and vocational training for homeless mothers and children - the most rapidly rising segment of the homeless population nationally. Established in 1985, Saint John's now provides a hand up and out of poverty through a trajectory of services focused on creating self-sufficiency. Included in this continuum are three housing programs, two



public restaurants, including catering, and a public child care and development center. The mission of Saint John's Program for Real Change is to unleash the potential of mothers in crisis to improve their quality of life and enrich the lives of their families.

Saint John's Program for Real Change is an equal opportunity employer.

To Apply:

If you meet the qualifications described herein, please submit in your resume/cover letter, and complete the questionnaire using the link provided:

<http://hrtogo.agileats.com/CareerPortal/JobDetail.aspx?RequisitionId=12179&SourceId=1307>