

## Project Coordinator

**Worksite Location:** The Dalles – Drop-In Center

**Work Schedule:** Full-Time; 30-34 hours per week

**Salary Range:** \$20.33 - \$23.04 per hour

**Reports to:** Drop-In Center Program Supervisor

**Application Deadline:** 05/14/2023 (until filled)

### Why work at The Next Door?

Because you share our vision of *a supportive community where all children and families are safe, healthy, and valued*. Every day, we work towards making this vision a reality, by having integrity, and by living our core values of being welcoming, just, empathetic, empowering, and flexible. If you like to work in an environment where you'll be learning right alongside our program participants—The Next Door is the place for you!

### Who are we looking for?

We are looking for someone who is *reflective, respectful, intuitive, honest, and self-motivated*. We're looking for someone who is able to connect and build trust quickly with a variety of people. We're also looking for someone who is detail-oriented, organized, knows how to prioritize tasks, and can work independently as well as part of a team.

### What you will do...

- Be a support in a safe, nurturing, and well-supervised space for youth aged 14-23 to participate in and access resources, Monday through Thursday during Drop-In Center hours
- Demonstrate good judgment, dependability, punctuality, and conscientiousness while working with clients
- Conduct comprehensive intake, assessment, and service plans for at-risk youth who visit the Drop-In Center.
- Provide on-going case management for at-risk youth including developing and monitoring client goals, advocacy, referrals to community resources, and outreach.
- Observe confidentiality of clients
- Interact with and supervise youth who participate in Youth Outreach Drop-In Center activities.
- Provide and demonstrate positive role modeling.
- Daily facility maintenance (putting away supplies, sanitization, setting up space for appropriate use).
- Refer youth to appropriate community resources, provide follow-up monitoring on placements or referrals.
- Provide transportation (with agency vehicle) to clients for appointments and other requested services.
- Coordinate and serve as a liaison between TNDI (The Next Door, Inc) and the Mid-Columbia Community Action Council transitional housing program (The Annex)
- Support clients currently residing in The Annex by providing onsite support and case management

- Maintain the Homeless Management Information System database for agency departments and coordinate entry into the Annex for TNDI clients
- Other duties as assigned by Drop-In Center Program Supervisor

**Additional Skills and Competencies you'll need...**

- An understanding of at-risk, runaway, homeless, and street youth issues
- Strong interpersonal skills for connecting and working with youth from diverse backgrounds (including, but not limited to, ethnic, religious, physical, and mental abilities, etc.)
- Recognition of appropriate boundaries and the ability to implement them
- Ability to work effectively in stressful or crisis situations
- Effectively build rapport with community partners, clients, and interagency departments
- Strong oral and written communication skills
- Commitment to work as an essential part of a team
- Database management abilities or willingness to learn

**Education and experience you need...**

- High School Diploma or equivalent
- Must have current valid driver's license with auto liability insurance
- Experience working with youth and families, and/or working in settings that provide social services
- Successful completion of a comprehensive background check

**Benefits:**

- Health benefits (medical, vision, dental)
- Generous PTO (Vacation, Sick, 11 Holidays + Floater Holiday)
- 401(k)
- Dog Friendly
- Training Opportunities
- Jury Duty and Paid Bereavement Leave
- Employee Assistance Program

**Interested?****To apply, submit a cover letter + resume by ...**

- By email: [recruitment@nextdoorinc.org](mailto:recruitment@nextdoorinc.org)
- By mail: The Next Door: 965 Tucker Rd, Hood River, OR 97031
- By Fax: 541-386-5440.

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**The Next Door is an Equal Opportunity Employer, one that appreciates differences and creates opportunities for staff to interact with people who do not look like, talk like, think like, believe like, act like, or live like they do.**