

## **Program Aide (Part Time) at Catholic Community Services**

**Job Id # 4714557 on [aziobconnection.gov](http://aziobconnection.gov)**

**Pay Rate: \$13.00 p/hour**

### **Job Description:**

We are looking for a Program Aide. Program Aides provide support to staff and participants through answering the crisis line, and screening potential participants for admissions. Maintain control over shelter food and supplies, and assist with activities and groups, and the transport of participants. Position may from time to time be stressful and require a high demand of performance. May perform other duties as assigned.

### **ESSENTIAL FUNCTIONS:**

- Promote the safety and confidentiality of participants and shelter
- Provide protection, food and other basic needs with dignity and respect to program participants
- Prepare facility and participants for CACFP meals
- Record CACFP meal counts, serve food according to guidelines and ensure CACFP program compliance
- Utilize the "Empowerment Model" of behavior
- Provide information, resources and referrals
- Monitor the crisis line and assist with participant intakes
- Collaborates and networks with other agencies in coordinating services
- Promote the Safe House Program through community awareness on domestic violence
- Accommodate flexible program scheduling and be open to change
- Provide feedback of participants' progress in meetings and shift notes
- Attend weekly staff meetings and required trainings
- Adhere to licensure regulations, contract compliances and program requirements
- Maintain and stock all program forms
- Assist with the completion of program reports

- May drive agency or personal vehicle on company business
- May perform other duties as assigned

**Job requirements:**

- Associates Degree in related field
- Additional years of directly related experience
- Bilingual English / Spanish, verbal and written

**How to Apply:**

Send Application and/or Resume to:

Human Resources  
Catholic Community Services  
140 W. Speedway Blvd., #230  
Tucson, AZ 85705

Or

Fax Resume and Cover Letter to (520) 770-8505

Or

Email resume and Cover Letter to: [humanresources@ccs-soaz.org](mailto:humanresources@ccs-soaz.org)

Or

Via website at: [www.ccs-soaz.org](http://www.ccs-soaz.org)

\*\*Employers may not consider you if methods other than those listed are used.