



Job Title: Program Assistant  
FLSA Status: Exempt / Part-time

Reports to: Homelessness Prevention Specialist with agency oversight provided by the Executive Director  
Salary Range: \$ 21.00 - \$24.00 Hourly  
Position: Part-time – schedule is flexible / *Has the potential to become full-time*  
Job Location: Commerce City or as designated for co-location of services  
Work Schedule: Work a set schedule related to on-property commodities management focused on shelter service and assignments from the Specialist  
Up to 30 hours per week / Tentatively balanced between morning & late afternoon schedules  
Final set schedule is flexible related to final candidate’s availability.

**Agency Background:** ACCESS Housing of Adams County, Inc. is a local nonprofit 501(c)3 located at 6978 Colorado Blvd in Commerce City, Adams County. This location houses all of our current operations including our administration office, supportive services and shelter facility. Founded in 1983, ACCESS Housing has served our local community for over 38 years. Today, with our current Board of Directors, ACCESS Housing’s mission **empowers families in our community who are experiencing homelessness with the solutions to achieve housing stability and self-sufficiency.** In recent years, ACCESS has worked with Adams County and specifically its TANF resources to assist hundreds of families through our shelter and direct assistance related to rent and utility payments. Through our small, multi-talented team, ACCESS is committed to these housing services as well as expanding our resources through developing more supportive services to assist families and individuals in “getting ahead instead of just getting by” as a means of achieving self-sufficiency and developing strong life skills for increased family stability.

**Working Overview:** This is a small team environment where every team member must have a “can do” attitude related to direct client service and advising/dealing with the public – both on-property and from the larger community. For this part-time team member, their tasks are specifically geared towards maintaining the services of our existing shelter and direct assistance programs. Overall role is focused on maintaining our shelter services, its inventory upkeep, donations received and on-property resources. Additional tasks will be added related to our on-property services like our food pantry, literacy center and laundry programs and other tasks as assigned

**Position Overview:** As part of our small and dynamic team, this part-time Program Assistant will have a working-knowledge of our on-property shelter services, ongoing events throughout the year to assist families, various community partnerships with different service providers and how potential clients can engage basic county and state level government benefits, with a concentration on our surrounding Commerce City community. This type of part-time work can easily lead to a full-time shelter program role as our client base increases with each successful program and as the agency grows.

Overall role can be broken into three broads:

- 1.) Provide service delivery to the family shelter program under the supervision of the Specialist (20% of your time)
- 2.) Executive overall on-property shelter turns (40% of your time)
- 3.) Executive our overall on-property programs and scheduling (40% of your time)

**Responsibilities:**

**Shelter & Homeless Prevention Programming:**

- Execute all unit turn operations and inventory management
- Conduct biopsychosocial intakes for all family members upon intake
- Maintains client files with up-to-date and accurate information upholding confidentiality

- Meet with family twice a week to provide housing first case management with housing plan
- Assist households to establish eligibility for subsidized housing
- Builds relationships with clients with the goal of achieving housing stability
- Maintain our on-property Laundry Program and Literacy Room resources under the supervision of the Executive Director when dealing with clients
- Treats each person contacted with dignity and respect by using a Trauma Informed approach.
- Compiles reports as required for internal monthly audits
- Participate in weekly staff meetings, training initiatives, etc.
- Other duties as assigned

**On-property Commodities Management – In conjunction with the Homeless Prevention Specialist:**

- Maintain overall inventory controls for shelter resources with related vendors, donation partners and ongoing volunteers.
- Maintain and coordinate all supplies related to getting a unit ready for a new family’s arrival (i.e. cleaning, food, linens, guide book, kitchen supplies, furniture, maintenance scheduling, etc.)
- Advocate for the needs of individual clients as well as for systemic change, whenever needed for the overall benefit of persons who are experiencing homelessness.

**The Approach:**

- 100% follow-through: Stay on top of all specific tasks/follow-up items and general areas of work; consistently meet deadlines.
- Customer service orientation: We’re pretty busy here, and your job is to make it easy for staff to do their jobs without any disparities in race or gender; view your work as supporting the whole and integral to the team’s effectiveness.
- Attention to detail: Everything going out (other than internal communication) is polished—meaning accurate (right content, no misspellings, grammatical errors, etc.) and precise (reflects nuances, captures subtleties, etc.) and “fits” the situation (should have our “look and feel” generally but can be casual when situation calls for it).
- Optimistic approach and flexibility: Approach work with a spirit of “yes”; push work forward through obstacles and adapt quickly as things change (which they inevitably will!).
- Take care of yourself! You need support, too. Utilize your days off in ways that support your work.

**Qualifications:**

- Social Work: 1-2 years (Preferred)
- Spanish-Speaking (Preferred – both written and oral)
- Case Management experience desired
- 1-2 years working with community service provider(s) geared towards homelessness resources
- Strong ability to learn, understand, and apply policies and marketing branding of our agency to training/ education, allocation of support services and employment searches that create impact to a designated demographic, their cultural norms and unique needs
- Must have a working knowledge of MicroSoft office

Submit cover letter and resume by 09/30/22 to: Ashley Dalzell, Executive Director at [Ashley.dalzell@acchouse.org](mailto:Ashley.dalzell@acchouse.org)