

California State University, Fresno Foundation

PROJECT REBOUND HOUSING ASSISTANT – PROJECT REBOUND

JOB ANNOUNCEMENT #23-531

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| POSITION SUMMARY: | <p>Part-time (15 hours per week), non-benefited position with Project Rebound through the California State University, Fresno Foundation. The Project Rebound Housing Assistant (HA) is responsible for supporting Project Rebound’s supportive housing initiative under the general direction of the Director of Project Rebound. In collaboration with the Project Rebound Housing Coordinator (HC), the HA will assist Project Rebound students with their housing needs. The HA is responsible for assessing the needs of assigned residents at Project Rebound houses. The HA will make appropriate referrals to resources on campus and to agencies off-campus in consultation with the HC. The purpose of this work is to assist students in making successful progress toward their degree objectives; to provide learning experiences which supplement those in the classroom; and to assist and encourage students to effectively utilize the knowledge, skills and abilities learned during their university tenure.</p> <p>The position requires case-management and/or residential services provision background. It demands interpersonal skills with both individuals and groups or a large age range. The HA work requires flexibility and versatility, using tact and sensitivity in assisting with the preparation of documentation, sustainable living, mandatory reporting, and regular assessment. The professional student service work requires a high degree of judgment, professional skills and knowledge of advisement while dealing with student service problems of varying complexity and sensitivity.</p> <p>Criminal justice background is an asset, but not a requirement. Experience working with this population is required.</p> |
| ESSENTIAL JOB FUNCTIONS: | <p>Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Overall property management of designated Project Rebound run housing. • Co-interviewing candidates for placement in housing • Ensuring the safety and well-being of all students, staff, and guests in Project Rebound house, including enforcing guest policy, and intervening where necessary to maintain compliance. • Organization and oversight of residents’ house chores • Organization and scheduling of house events/workshops/house meetings • Conducting monthly check ins, goal setting, and assessment meetings for residents in designated Project Rebound housing. • Identifying and overseeing disciplinary issues related to Project Rebound housing. • Overseeing resident transitions in and out of Project Rebound housing. • Weekly communication meetings with Housing Coordinator • Conflict resolution and dispute management • Attending Project Rebound team meetings as requested (some remotely) • Other responsibilities as assigned. |
| POSITION REQUIREMENTS: | <p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> • Associate’s degree from a two (2) year college required. Bachelor’s degree from a four (4) year college or university preferred. • At least two (2) years of professional reentry work experience is required. • Incumbents must have the ability to work a flexible schedule including evenings, weekends and holidays as required by designated resident need. • Recent experience working with incarcerated individuals and/or individuals with a conviction history is required. • Experience working with individuals from various ethnic and socioeconomic backgrounds, including underserved students. • Strong interpersonal skills and the ability to provide services to a diverse student population. • Excellent verbal and written communication skills and a demonstrated ability to communicate |

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| | <p>effectively in a diverse environment.</p> <ul style="list-style-type: none"> • Strong ability to establish, articulate, and maintain life-affirming interpersonal boundaries. • Ability to coordinate, supervise, and collaborate with volunteers and Project Rebound students. • Ability to maintain confidentiality. • Ability to use standard office software packages (e.g. Microsoft Office, Google) • Ability to travel and provide proof of insurance, valid Driver's License, and have the ability to transport another person. • The incumbent will serve as a primary "on-call" as needed during any house emergencies. • Strong preference will be given to candidates who have succeeded in overcoming barriers similar to those confronting Project Rebound population (i.e., incarceration history). • Strong preference will be given to candidates who have knowledge/experience in trauma informed programming, restorative justice, and/or conflict resolution. |
| COMPENSATION: | \$25.00 per hour. |
| DEADLINE: | Application review begins October 16, 2023; open until filled. First day November 15, 2023. |
| TO APPLY: | <p>Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person:</p> <p>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Ave. (there is no suite number) Fresno, CA 93710 Fax: (559) 278-0988</p> <p>E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu</p> |

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>

Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.

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