

Title: RHYMES Program Assistant
Reports To: RHYMES Director
Pay Grade: \$14/hr

Qualification Requirements: 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.

1. For grant funding requirements, preference for someone with lived youth homelessness experience
2. Ability to work independently and as a team player
3. Demonstrated effectiveness building relationships and establishing trust
4. General computer skills, including understanding of Microsoft applications, including Excel and Google Docs, Canva and other apps
5. Excellent written and verbal communication skills
6. Organizational, planning, and coordination skills
7. Participate in RHYMES Team meetings and community meetings as assigned
8. Provide program support to YHDP In the KNO grant
9. Other duties as assigned

Required Education and/or Experience: Requires relevant lived experience and an interest in learning more in depth about BIPOC, LGBTQ+, social justice, non profits, community advocacy, and an ability to work as a team player and independently.

An understanding of the intersectionality of racial equity, gender equity, LGBTQ+ equity, and economic justice issues, including homelessness and their impact on youth and young adults.

Preferred Education and/or Experience: Demonstrated skills or capacity to learn skills in crisis intervention with the ability to connect with individuals from varied backgrounds when working with youth and young adults identifying needs related to housing instability/homelessness, seeking mental health support, suicide prevention, gender based violence, family violence, human trafficking, child abuse, and other urgent needs related to safety and wellbeing.

Cultural Humility Commitment:

A personal commitment to cultural humility which goes beyond the concept of cultural competence to include: A personal lifelong commitment to self-evaluation and self-critique. Recognition of power dynamics and imbalances, a desire to fix those power imbalances and to develop partnerships with people and groups who advocate for others

1. Awareness of one's own world view and that different world views exist.
2. Self-awareness of one's own attitudes, beliefs, biases, and assumptions about others.
3. Acknowledgment that people from other cultural groups do not necessarily share the same beliefs and practices or perceive, interpret, or encounter similar experiences in the same way.
4. Recognition that everyone has at least some ethnocentric views that are provided by their culture and is shaped by their individual interpretation of it.
6. Respect and openness toward others whose social and cultural background is different from one's own.
7. Ability to recognize and manage one's own behaviors, moods, and impulses — to help create an inclusive, equitable, and welcoming environment at RHYMES.

Microaggressions

A commitment to address microaggressions when they are heard or seen. If you are not comfortable addressing the microaggression, notify your direct supervisor of the incident as soon as possible.

Certificates, Licenses, Registrations: First aid and CPR certification is required and can be obtained after hire.

Missional Commitment: Dedication to eliminating racism and empowering womxn. Strong background in concepts surrounding Racial and Social Justice. Strong familiarity with issues surrounding racism and the impacts on people of color. Strong familiarity with how oppression impacts individuals and communities particularly BIPOC and LGBTQ+-identified youth and adults. Focus on supporting peace, justice, freedom, and dignity for all.

Schedule: To be determined but requires supervision and scheduling of a variety of shifts throughout the 24 hr day. Availability to work days, evenings, and weekends necessary.

Communication and Language Skills: Ability to read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals. Ability to write routine reports and business correspondence. Demonstrated computer skills, include word processing, database and spreadsheet competence. Ability to speak effectively before groups of residents, employees of the organization, and community partners or other professional representatives and community members outside of the organization. Ability to clearly communicate expectations. Demonstrated conflict resolution skills and the ability to work collaboratively under pressure. Superior organizational skills and the ability to handle multiple tasks simultaneously and balance competing priorities. Ability to operate standard computer word-processing software.

Other Skills and Abilities: Ability to work independently within the parameters of the program and to be able to work in an environment where there is frequent exposure to stressful/crisis situations. Ability to respect and maintain confidentiality. Ability to work with non-judgmental attitude in a population

composed of diversity in gender, socioeconomic and ethnic group, sexual orientation, and physical or mental abilities. Ability to frequently use standard office equipment, such as a copier, telephone, calculator, and paper shredder, as well as occasionally use common household appliances, such as a microwave, oven, dishwasher, vacuum cleaner, and common household tools such as a plunger, hammer, screwdriver, smoke detector, door monitor, and fire extinguisher.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; to use hands to finger, handle, or touch objects; and to talk or hear. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus. The employee is occasionally required to sit, to reach above shoulders, to climb or balance, to stoop, kneel, or crouch, and to taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts; in high, precarious places, and in outside weather conditions; and is occasionally exposed to household cleaning products, fumes, and chemicals and risk of electrical shock. The employee may be exposed to some physical risks from clients. The noise level in the work environment is usually moderate.

Ability to Travel: Must have a valid driver's license, have adequate vehicle insurance, and reliable transportation or be willing to travel with a RHYMES team member to work sites throughout the Coulee Coc area, including Crawford, Monroe, Vernon, and La Crosse counties.

Employee Signature

Date

Employee Print Name

Date

Supervisor Signature/Title

Date