

## **BAYAUD ENTERPRISES JOB ANNOUNCEMENT**

### **DENVER DAY WORKS—ASSISTANT SITE SUPERVISOR**

Date Posted: 04/22/2019

Deadline: 05/03/2019

Position Type: hourly

Hours required: 32 hours/week

Position Compensation: \$17.50/hour

#### **Position Description:**

Bayaud Enterprises, Inc. (Bayaud) is partnered with DDHS to conduct outreach and recruitment for a job readiness program called Denver Day Works (DDW), which involves homeless individuals that are not currently engaged in other community programs. The overall purpose of this program is to provide support services and job readiness that may lead to employment.

The Assistant Field Supervisor will primarily focus on executing and coordinating the outreach strategy to connect potential participants to the program. The Denver Day Works Program (DDW) engages in routine seasonal labor and maintenance of Denver parks, Public Works Headquarters and other city/private sites to include maintaining flower beds, mowing and weeding, removing trash, cleaning facilities, removing graffiti, painting, irrigation and working with the public. The Assistant Field Supervisor is an integral part of the program which will focus on managing and assisting with the operation of applications/waitlists to the program and be required to provide various administrative duties which will include maintaining client and service documentation. This person will also be responsible for managing client flow from initial orientation to program completion. The Assistant Field Supervisor will also support other duties performed by the DDW staff, especially including co-facilitating work crews on site, completing work on job sites, facilitating crisis interventions if needed, and connecting clients to proper referrals as needed.

Work is performed under general supervision of the Bayaud DDW Program Manager.

#### **Qualifications:**

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.

- Ability to develop a good rapport with target population and understand their job barriers, caused by or exacerbated by personal experiences of poverty and homelessness
- Communicate in the English language in writing and orally with individuals in a face-to-face, telephone, or group setting
- Understand and follow oral and written instructions given in the English Language
- Provide positive rehabilitation supports and mentorship to persons experiencing homelessness and possibly with significant disabilities
- Work cooperatively with Denver City employees as well as the general public

- Demonstrate experience providing support services to at least one of the target populations (individuals who have experienced homelessness, individuals with disabilities, individuals who have lived in poverty or been unemployed for long periods of time) a strong plus
- Demonstrated proficiency in MS Word and other MS Office programs (i.e. Access and Excel), as well as other digital office tools such as Google Calendar
- Strong ability to organize data in a way that makes things clear and concise

### **Essential Functions**

- Assist DDW staff daily in executing comprehensive outreach plan to reach target population
- Assist DDW staff daily in on-boarding participants in preparation to work
- Demonstrate continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service
- Provide mentorship, advocacy, and rehabilitation support to individuals experiencing homelessness
- Assist in providing administrative support to for the DDW program by processing, organizing, and maintaining documentation
- Assist in providing outreach to various homeless service providers and community partners

### **Required Knowledge, Skills and Abilities**

#### *Knowledge of:*

- Proficient end user computer skill to include the Microsoft Office suite
- Generally acceptable workplace conduct
- The rehabilitation process in relation to a supported employment environment

#### *Ability to:*

- Communicate in the English language in writing and orally with individuals in a face-to-face, telephone or group setting
- Understand and follow oral and written instructions given in the English language
- Observe, compare, or monitor data, objects, and people's behavior to determine compliance with prescribed safety and operating standards
- Work cooperatively with Denver City employees as well as the general public
- Move objects weighing less than 50 pounds, long and short distances
- Walk long distances and remain in a standing position for extended periods

### **Required Education and Experience**

- High school diploma or general education degree (GED) with 2+ years' experience working with target populations; or college degree in relevant field with 1+ years' experience working with target populations.
- Bilingual applicants encouraged

### **Additional Requirements:**

- This position requires working out of doors in adverse weather conditions in all seasons

### **To Apply:**

Please send a resume and cover letter to [openjobs@bayaudenterprises.org](mailto:openjobs@bayaudenterprises.org) with the job title in the subject line. Only emailed resumes will be accepted. No calls, please.

***Bayaud Enterprises in an Equal Opportunity Employer***  
***Visit [bayaudenterprises.org](http://bayaudenterprises.org) for more information about Bayaud Enterprises***