Title: Floor Technician  
FLSA: Non-Exempt/Full-time (40 hr./wk.)  
Pay Rate: $16.50-19.00/hour, DOE  
Division: APAIT  
Supervisor: Program Supervisor  
Posted: 07/01/2022

GENERAL SUMMARY
Under the supervision of the Program Supervisor at a new housing facility located in Highland Park, the Floor Technician will be responsible for monitoring client activities in a residential housing program to ensure compliance with program policies and expectations. Focus is on reentry population, recently incarcerated and co-occurring disorders. The Floor Technician is also responsible for ensuring the safety of clients and the security and sanitation of the housing program. Experience working with diverse ethnic and cultural communities is a must, including, but not limited to the following target populations: people of color, gay/lesbian/bisexual/transgender individuals, individuals with limited English proficiency, undocumented immigrants, substance users, and homeless persons, of varying ages.

PRINCIPAL DUTIES AND RESPONSIBILITIES
1. Monitor and authorize entrance and departure of clients and employees to maintain security of premises
2. Monitor clients and conduct room checks; maintain records of client compliance of program rules; and report to clinical and case management staff, assisting as required
3. Ensure safe operations by reporting and correcting any spills, unsafe working conditions, or defective equipment
4. Maintain housekeeping; and verify all common areas, laundry areas and restrooms are clean and disinfected & fully operational; stock program supplies
5. Assist program staff during provision of services to clients, including meal preparation/serving, set-up for classes, meetings, recreation, and other Program events.
6. Act as a role model, providing guidance on adhering to house rules and assisting with conflict resolution
7. Interpret agency purpose and mission to the community.
8. Other activities as required to conduct program and agency objectives.
9. Regular attendance; position will require flexible hours including evenings/night-shifts, weekends, and some holidays.

MINIMUM QUALIFICATIONS – KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED
1. Experience with social services, residential housing.
2. High school diploma or GED equivalent.
3. Valid California driver’s license or ID.
4. Verification of employment eligibility and background check.
5. Updated tuberculosis test (annual requirement) read, reviewed, and dated by a clinician within 6 months of start date.
6. Great attitude and strong interpersonal skills; and ability to relate to individuals from diverse backgrounds.
7. Ability to coordinate multiple projects and tasks simultaneously in a high-pressure work environment.
8. Ability to master a wide-range of information, adapt, take initiative, and work in a team-centered environment.
9. Bilingual in Spanish is preferred.

SUPERVISORY RESPONSIBILITIES
1. This incumbent does not have formal supervisory responsibilities.

Environmental Conditions (Working Conditions)
1. Ergonomically safe office environment with desktop computer, desk, chair, natural light from windows.
SPECIAL SERVICE FOR GROUPS  
JOB ANNOUNCEMENT

Physical Requirements
1. While performing this job, the incumbent typically spends time sitting, standing, walking, frequent driving, carrying (max. 20lbs), lifting (max. 20lbs), listening, and speaking.

Mental Requirements
1. The incumbent in this position must be able to accommodate any/all the following: constant distractions, interruptions; uncontrollable changes in priorities/work schedules; and availability for on call/duty after regular working hours, and exposure to inappropriate behavior and language of others.

Application Process:
Please submit cover letter and resume by e-mail to: Subir, subird@apaitonline.org  NO PHONE CALLS PLEASE.

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