



- Position Title:** Facilities Associate
- Reports To:** Facilities Coordinator
- Department:** Shelter – Facilities
- Status:** NON-EXEMPT – HOURLY
- Schedule:** 40 hours per week; specific schedule to include some evening availability, but otherwise has moderate flexibility and will be determined with supervisor. Hours to be completed on-site at Raphael House’s confidential location.
- Salary Range:** \$24.24 – 26.64 per hour, depending on experience (above \$25.20 per hour reserved for those who exceed Qualification criteria for position); additional \$.50 per hour offered if bilingual in English and Spanish. *Staff are paid monthly.*
- Benefits:** Raphael House offers a full range of benefits including 100% employer-paid health, dental, vision, long-term disability, and life insurance; FSA (Flexible Spending Account) with \$500 annual Employer contribution; generous time off (with first year accrual totaling up to 30 days); retirement plan contribution match of 3%; an Employee Assistance Program with robust supportive resources; and extensive professional development opportunities.

Position summary:

In coordination with and under supervision of the Facilities Coordinator, this position is responsible for maintaining a clean,

sanitary, and safe facility for staff and participants that supports our mission and trauma-informed values.

Application deadline: Open until filled.

Applications will be reviewed and interviews scheduled as submissions are received. Early application is encouraged. There is also no such thing as the perfect candidate, so please apply even if you don't meet all the requirements. Just use your application materials to share the transferrable skills, experiences, and qualities you bring to the table!

About Raphael House:

For 46 years, Raphael House of Portland has helped survivors of domestic violence and their families find the safety, hope, and independence they deserve. We proudly provide family-centered, culturally responsive, and gender-inclusive services to a diverse community of more than 1,800 survivors annually. Our confidential emergency shelter is open and staffed year-round, 24 hours a day and our myriad wraparound programs continue supporting families every step of the way as they go on to build safe futures free from abuse. We couple these direct services with a Prevention Education program that teaches thousands of teens each year about equitable relationships and consent—with the goal of stopping domestic violence before it starts.

You'll love working with us because:

- Our employees have voted Raphael House one of the 100 Best Nonprofits to Work for in Oregon 7 times! In 2023 and 2021 we placed in the top 15th amongst medium-sized agencies. We were also named one of the 100 Best Green Workplaces in 2024, 2021, and 2019.
- [Diversity, equity, inclusion, and accessibility are a priority here.](#) We're committed to the ongoing work of sustaining an environment where everyone at Raphael House – staff, volunteers, and survivors – feels safe, empowered, and can thrive.
- We are always learning and changing. Your ideas on how to make Raphael House a better place for survivors and staff really



matter. Plus, we offer lots of ongoing training opportunities and each employee has an annual training stipend

- We value self-care and taking breaks. In addition to generous paid time-off, we have a Wellness Committee dedicated to supporting staff, and so much more.
- We are a family- and community-centered organization and prioritize supporting staff with work life balance. We also have a culture of gratitude, where your hard work is appreciated!
- You receive gift cards to celebrate both your birthday and work anniversary each year.
- You get to take part in life-changing and life-saving work and help create a world without violence!

Essential Facilities Associate responsibilities:

- Prioritizes immediate shelter needs at the start of each shift by reading logs and communicating actions with shelter team.
- Helps to clean & maintain safe & healthy communal spaces.
- Stocks & inventories critical supplies throughout the building eg cleaning supplies and dispensers.
- Works closely with the Facilities Coordinator to ensure building safety, identify issues that arise, and promptly address them.
- Communicates regularly with the Facilities Coordinator and appropriate staff about repair and supply needs.
- Disinfects community areas throughout the building, including the shelter kitchen, and basement.
- Prioritizes deep cleaning and disinfecting of shelter rooms when a family moves out, including but not limited to deep cleaning and safe sanitizing practices.
- Helps to maintain the exterior of the building including but not limited to raking leaves, helping with the garbage/recycling and the vehicle upkeep.
- Supports with bi-weekly shelter room safety checks in collaboration with the Shelter team, as needed.
- Places on-line order with the Oregon Food Bank twice a month; receives delivery and ensures proper food rotation.
- Cleans, purges and stocks the basement and shelter pantries, refrigerators and freezers.



- Supports Facilities Coordinator in pickup, sorting, and storing of donated items, along with cleaning and organizing of storage areas for easy access by staff.
- Supports Volunteer Coordinator with facility volunteer groups and monthly donation pick-up/drop-off, as needed.
- Assists shelter residents by showing appropriate cleaning supplies and equipment operations, and explaining chores.
- Supports with vendors and contractors while they are on-site.
- Responds to emergency needs when on-site and when shelter is single staffed.
- Attends and participates in monthly All Staff meeting, Safety Committee and weekly Advocacy Team meeting in rotation with Facilities Coordinator.
- Other duties as assigned.

Supervisory responsibilities: N/A

What we ask of all candidates and team members:

- A passion for Raphael House of Portland’s mission and values. You want to build a future free from violence and oppression!
- An existing understanding of – and/or a desire to learn more about - the root causes of domestic and sexual violence, and how injustices intersect based on race, gender identity, sexual orientation, and ability.
- The desire and ability to promote an anti-racist, inclusive, and culturally diverse and responsive environment.
- The ability to relate respectfully with people of diverse backgrounds and ages, and to utilize equitable and trauma-informed practices.
- Ability to maintain the confidentiality of our location and survivors.
- Interest in working with adults and children who are survivors of domestic violence and have experienced trauma.
- Excellent and respectful interpersonal, verbal, and written communication and organizational skills.
- Flexible and able to prioritize multiple tasks and deadlines.
- Ability to work independently and collaboratively with others.



- Ability to use mature judgement in decision-making or conflict resolution with adults and children and in dealing with uncomfortable situations and conversations.
- Ability to maintain a calm and positive demeanor under stress and in our community living environment.
- Legal authorization to work in the United States

Qualifications:

- Prior experience in food service or pantry, and/or with building maintenance and housekeeping highly preferred.
- Experience in social work, public health, or related field OR lived experience or education.
- Lived experience as a survivor of interpersonal violence and/or trafficking highly valued.
- Bilingual/bicultural highly preferred. *Additional \$.50 per hour offered for bilingual English-Spanish speakers.*
- Current Oregon Food Handlers Card OR ability to acquire one within the first month of employment (associated costs paid for by Raphael House).
- Proficient with Microsoft Office Suite (specifically Word, Excel, and Outlook) and ability to learn new technology as needed.
- Completion of 40-hour domestic and sexual violence advocacy training, or equivalent to be approved by Executive Director OR expectation that training will be completed within first month of employment (provided internally).
- Prior completion of [Assertive Engagement and PBIS](#) (Positive Behavioral Interventions and Supports) training, OR expectation that training will be completed after employment (provided internally).
- Ability to read, write, and understand English.
- Driver's license/ability to commute throughout the Portland metro area and beyond to fulfill job responsibilities.
- Occasionally available on evenings and weekends.
- Ability to lift up to 40 pounds consistently and be physically active with young children.



Work environment:

This position will work in a fast-paced setting. Candidate must be able to work under deadlines and stress-inducing conditions. Must be able to move throughout our building, partner agency locations, and other sites. A domestic violence agency environment can potentially shift from stable to highly-charged and all employees must remain flexible, calm, and creative.

To apply:

Please submit a cover letter, resume, and completed employment application form (found on our website at the link below) to Ana Gonzalez, Facilities Coordinator, at agonzalez@raphaelhouse.com or mail to 4110 SE Hawthorne Blvd. #503 Portland, OR 97214.

This position open until filled. *No phone calls please, except to request a reasonable accommodation for a disability at (503) 243-5128.*

Download our employment application form from our website at <https://raphaelhouse.com/employment-opportunities/>.

Cover letter, resume, and completed Raphael House employment application form must all be received in order to be considered. If any of the three application materials are missing or incomplete, your submission will not be considered.

Safety:

We are taking every precaution to protect the health of our staff and survivors in our programs, utilizing the most up-to-date recommendations.

Raphael House of Portland is an Equal Opportunity Employer

Did you notice our font is large? This is done for accessibility purposes; it is recommended to use at least 14pt font size.

