



**Navigation Center Guest Host**  
**Salary: \$16.10 - \$20.10 Hourly - Overnight Shift Differential**

**This Position:** Are you passionate about serving those in your community who are in need of stable housing? United Community Action Network has immediate openings for a **Part-Time Navigation Center Guest Hosts** to serve its shelter program in **Douglas County, Oregon**.

**Position works 20 hours per week**

**Objective and Purpose**

The Gary Leif Navigation Center will provide options for the unhoused community in Roseburg, Oregon. Initially, a limited number of Modular Shelters will provide a safe and warm place to stay. The Guest Host is an important part of ensuring safety in a wellness centered environment. The Guest Host works closely with the Shelter Manager, Case Management, Peer Support Specialist, as well as working and coordinating with other UCAN employees, volunteers and community partners.

**Essential Job Duties and Responsibilities:**

- Must be familiar with the Guest Agreement.
- Maintain confidential participant records.
- Redirects unwanted behaviors and deescalates situations as they arise.
- Understands and implements necessary emergency procedures.
- Assists volunteers and donors as needed.
- Oversees facility clean up, including bathroom areas and trash disposal.
- Assist guests with departure.
- Assist guests with organization of personal space.
- Exhibit problem solving skills in acute and/or emergency situations.
- Must follow all safety rules and practices, and perform work in a safe manner.
- Follow Policy and Procedure and UCAN company guidelines.

**Minimum Qualifications:**

- High School Diploma or equivalent.
- Applicant must be 18 years old or older.
- Driver's license not required, but highly desired.
- Position requires the ability to work within a team structure and make decisions independently in accordance with established policies.
- The finalist for this position is required to pass a criminal history background as part of a contingent offer of employment. Conviction of a crime may not necessarily disqualify an individual from employment.
- This position requires the ability to stand for long periods of time, bending and stooping frequently, walking, hearing voice conversation, frequently lift, carry, push and pull 40 pounds. Position requires continuous mental and visual attention.

✓ **Positions are full and part time and we have multiple shifts available. Open availability is preferred.**

**SUBMIT COMPLETED UCAN APPLICATION TO: [ucan.employment@ucan.org](mailto:ucan.employment@ucan.org)**  
**UCAN Human Resources, 280 Kenneth Ford Drive, Roseburg OR 97470**  
**Phone: 541-492-3913 FAX: 541-492-3921**

**UCAN is an Equal Opportunity Employer.**

If you require special assistance at any point during the application or selection process and would like to request an accommodation due to a disability, please e-mail a description of your request to Human Resources: [ucanhr@ucan.org](mailto:ucanhr@ucan.org)