

Position Title: Overnight Monitor

Organizational Overview: The mission of Right Track Resource Center (RTRC) is to provide a safe, warm, welcoming environment where any member of our community can find shelter, support, and pathways to housing stability. RTRC provides short- and long-term services to meet people's basic human needs for shelter, clothing, food, connection, community, and access to resources—especially housing related resources.

RTRC is currently fiscally sponsored by Northeast Oregon Network (NEON). NEON is a 501(c)3 nonprofit health collaborative serving Northeastern Oregon. Currently, NEON offers health insurance enrollment and navigation, support and training for Community Health Workers and other frontline professionals, and community health support services. We also support other community organizations with the goal of creating a healthier Eastern Oregon.

Employing Entity: Northeast Oregon Network (NEON)

General Description of Duties: Ensure warming station facility rules are being followed and that guests have their needs met. Perform hourly walkthroughs of the facility to ensure guests' safety. Maintain facility cleanliness. Notify incoming staff/volunteers of any concerning behaviors that have been observed. This position will be the sole staff member on site, accompanied by a rotating volunteer.

Working Conditions and Schedule: Full-time temporary position, 40 hours per week from November to March. Working hours are overnight starting in the late evening to the early morning. Located at the Right Track Resource Center. Time will be spent in the resource center, monitoring the facility, and working face to face with program guests and volunteers. Some lifting and cleaning. Work schedule will be set in collaboration with the RTRC Program Manager.

Compensation: Compensation is \$26.17-\$26.50 per hour, set by NEON's standardized compensation scale. This position is eligible for employee-only health insurance and will have access to an Employee Assistance Program (EAP).

Specific Duties and Requirements

- Monitor the warming station during nighttime quiet hours.
- Conduct hourly walkthroughs of the facility.
- Relay/ enforce facility rules as well as RTRC policies and procedures where necessary.
- Support volunteers by answering questions and offering guidance as needed.
- If in recovery from substance use dependence, must have a minimum of 1-year recovery
- As a member of the Right Track Resource Center team, maintain a space that is welcoming, safe, inclusive, and helpful to all community members; this includes regular basic cleaning, tidying and organizing materials and donated items.

How to Apply: Submit a current resume to Stephanie VanLeuven, Umbrella Program Manager, at svanleuven@neonoregon.org. Questions about the position may also be directed to Stephanie. This position is open until filled. Interviews are anticipated to begin by October 27, 2025.

Northeast Oregon Network is an equal opportunity employer and prohibits discrimination in hiring and contracting on the basis of race, color, religion, national origin, sex (including pregnancy, gender identity, or sexual orientation), parental status, disability, age, genetic information (including family medical history), political affiliation, or military service.