

**Announcement Number: 24-51**

**Who can apply: Public**

**Announcement Open: 11/7/24**

**Closed: Until filled**

<b>Position Title</b>	<b>Program</b>
<b>Shelter Worker</b>	<b>Y Jahame</b>

**CHARACTER OF THE JOB:**

**This position involves working directly with homeless individuals and families and coordinating their needs. Assist them in placement of their rooms, as assigned. Reports directly to the Shelter/House Manager.**

**ILLUSTRATIVE EXAMPLES OF WORK:**

(These examples do not list all the duties which may be assigned; any one position may not include all duties listed)

1. Support clients: register, check-in, monitor, assess behavior and overall well-being and escorts them to the assigned shelter.
2. Monitor clients' progress and well-being to ensure flow of critical information, including documentation and shift change to bring forward issues and occurrences that take place while on shift.
3. Provide orientation to new arrivals on shelter protocols and policies, and ensures appropriate forms are completed and signed.
4. Supervises the daily activities of the clients during their stay at the shelter, according to the personal development plan.
5. Ensures that daily 24 hour log is kept current and correct.
6. Delivers prepared meal on a daily basis, or ensures meals prepared by clients.
7. Maintains inventory of items in the shelter and conduct inventory before the client checks out.
8. Conduct periodic inspection to ensure the client maintains their assigned area.
9. Follows up and makes sure clients perform daily chores.
10. Provides transportation services for client appointments or errands, as assigned.
11. Assist clients to learn necessary skills to assist them in obtaining employment as well as returning to normal life in the community.

12. Maintains confidentiality.
13. Informs the Program Manager and Shelter Manager of any problem immediately.
14. Attends Cardio Pulmonary Resuscitation (CPR); Crisis Prevention Intervention (CPI) Training; First Aid Training; BT, and Pesticide Training.
15. Performs other related duties as assigned.

### **MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:**

1. Effective team player who is honest, non-judgmental, and non-intrusive
2. Good interpersonal and communication skills
3. Ability to effectively analyze situations quickly and apply sound judgment
4. Ability to work and build rapport with others

### **REQUIRED MINIMUM EDUCATION AND EXPERIENCE:**

- **High School Diploma or equivalent GED with at least 1-year experience working in a residential shelter.**
- **Valid Operators Driver's License and Chauffer's License**

### **SPECIAL REQUIREMENTS:**

- A. Current Drug-Free Certification
- B. Updated "Free of Infectious Disease" Certification
- C. Current Institutional/Food & Beverage Health Certificate  
Note: For ERH – Eating and Drinking Health Certificate is required.

**REQUIRED DOCUMENTS:** To validate credentials you may claim (e.g. High School Diploma, /College Transcript), a copy of a certified copy of the document(s) and resume must accompany the application. Failure to provide proof may result in a determination of not meeting required education and/or experience. If selected, you will be required to submit a recent Police, Traffic and Court Clearance and submit to and pass a drug test.

For more information, please contact Ms. Linda Del Rosario, Personnel Officer at 635-1412.

DIANA B. CALVO  
Executive Director

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