



234A U.S. Army Juan C. Fejeran Street Barrigada, Guam 96913  
Tel: 671-635-1409 Fax: 671-635-1444  
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**Announcement Number: 22-23**

Who can apply: **PUBLIC**

Announcement Open: **APRIL 20, 2022 – UNTIL FILLED**

| <b>Position Title</b> | <b>Program</b>        |
|-----------------------|-----------------------|
| <b>Shelter Worker</b> | <b>Alee Shelter I</b> |

**CHARACTER OF THE JOB:** This employee is charged with providing a warm, safe, and comfortable environment to facilitate a therapeutic setting for clients. Reports to **Program Manager**.

**RESPONSIBILITIES:**

1. Maintains a safe and hospitable environment and promotes adjustment of clients to group living situation; monitors and enforces policies and procedures of the shelter.
2. Prepares rooms for clients' admission and assists with admissions, ensuring that clients' basic needs are met.
3. Oversees housekeeping activities during shift worked, enlisting clients' assistance as appropriate.
4. Observes parent-child/child-child interactions, recommends appropriate responses, and helps clients to develop appropriate living skills.
5. Transports clients as directed by **Program Manager**.
6. Answers the telephone, takes messages and relays them to appropriate person.
7. Records significant events in daily log of shelter activities.
8. Monitors personal hygiene of child clients to ensure their safety and comfort; sets behavioral limits when required.
9. Under the direction of **Program Manager**, picks up and sorts donations of clothing, food, toys, household items, etc., and distributes, stores, or discards as appropriate.



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10. Responds appropriately to emergency situations at the shelter and notifies **Program Manager** immediately.
11. Attends monthly staff meetings and all other in-service training provided.
12. Performs related tasks as assigned by **Program Manager**.

#### **REQUIRED QUALIFICATIONS:**

1. **High School Diploma or GED Certificate with two (2) years in Human Services.**

Or

**High School Diploma or GED Certificate with two years in Homemaking and related Human Services skills.**

2. **Valid Driver's License and Chauffer's License.**
3. **Must own your vehicle for commute to work.**
4. **Able to work flexible shift work.**

#### **SPECIAL QUALIFICATIONS:**

1. **Basic knowledge of child and human development.**
2. **Possess some computer skills.**

**IF SELECTED:**

3. **Institutional Health Certificate**
4. **Police, Court and Traffic Clearance**
5. **Submit to and pass a drug test**
6. **Clearance from Child Protective Services**
7. **Fingerprint search ( Must be a federal FBI fingerprint check process)**

**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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