

St. Stephen's Human Services

Job Description

Title: On-Call Shelter Worker
Hours: Evenings and Overnights, weekend availability
Compensation: \$12.00-\$14.00 per hour

St. Stephen's Human Services is a leading, growing nonprofit human services agency with a mission to end homelessness. The organization serves people experiencing homelessness and the community through diverse programs and activities.

If you are looking to make a difference and are excited about ending homelessness, come join us as we currently have both temporary on-call and regular on-call positions open at our shelters. One of our shelters, The River of Life Winter Overflow is a Hennepin County funded mens' shelter that is open during cold weather months: November 1, 2011 through April 30, 2012. It is a non-sober facility that operates from 5:30pm to 7:00am, serving 40 men each night.

Our other location is open year round offering a sober shelter for 45 adult men. This facility also operates from 5:30pm to 7:00am.

Position Overview

The On-Call Shelter Worker works within a team to ensure guests enjoy a safe and welcoming environment during their stay at the shelter as well as provide services that will decrease their dependence on shelters such as satisfying the immediate basic needs of guests and referring them to both internal and external sources for additional assistance. They will also be responsible for managing the nightly shelter operations and activities for guests, and perform light housekeeping, facilities management, and administrative tasks.

Additional Job Responsibilities

1. Maintain daily shelter documents regarding bed assignments, data collection, Hennepin County reporting, and log book entries.
2. Provide immediate assistance to satisfy the basic needs of residents and guests.
3. Communicate with referral agencies and referring guests to agencies for additional assistance.
4. Enforce shelter policies and procedures with a positive and respectful demeanor.
5. Conduct shelter orientation for guests and volunteers.
6. Respectfully work with clients who are under the influence of drugs or alcohol.
7. Light food preparation and clean-up after evening and morning meals.
8. Assist in facilitating the weekly bed lottery at the Simpson Shelter.

9. Accept donations for the shelter as they are delivered.
10. Other duties as assigned.

Qualifications

- Ability to maintain confidentiality.
- High School Diploma
- Must be able to work weekends and evening hours on an on-call basis.
- Commitment to diversity of race, gender, class, religion and sexual identity.
- Must have access to reliable transportation.
- Ability to communicate in written, verbal, and electronic mediums.
- Ability to speak Spanish or Somali highly desirable.
- Experience working with homeless population is required.