

## **EVENING SHELTER ATTENDANT**

Family Promise of the Chippewa Valley – Beacon House

Part-time: Weekday Evenings and Weekends; Weekend and Holiday availability required - We staff the shelter 24/7

Flexible Schedule = Self-schedule with the other part-time staff a month in advance

Works under the direction of the Beacon House Full-Time Case Manager

### **[DUTIES & RESPONSIBILITIES]**

- Supervise shelter with up to 6 homeless families.
- Maintain safety and cleanliness of the shelter.
- Know guest guidelines and ensuring compliance.
- Assist guests with preparation of forms, locating housing, obtaining employment, and achieving their goals towards self-sufficiency.
- Oversee chores done by guests – Creating list each day and signing off when complete.
- Do daily guest room checks to make sure guests are keeping their bedroom and bathroom clean.
- Documenting what happened on your shift in the guest file and/or staff log.
- Taking calls from those requesting shelter and completing Prospective Client Sheets.
- Provide information or refer individuals to public/private/community resource agencies.
- Maintenance of the shelter – cleaning office, kitchen, staff bathroom and doing house laundry.
- Turnover of guest rooms: cleaning the bedroom, bathroom, and bedding.
- Sorting and putting donations away – organizing and keeping donation rooms clean.
- Set up, Serve meals and cleaning up. Provide support to volunteers, answering questions.
- Participate in a monthly staff meeting.
- Maintain a flexible schedule. Part-time staff work together to self-schedule to fill all the evening, weekend, and overnight shifts.
- Other duties as assigned.

### **[EDUCATION]**

Must be a mature individual over the age of 18 with a high school diploma. Some college in a relatable field or equivalent experience preferred.

### **[JOB REQUIREMENTS]**

Excellent communication, conflict resolution and documentation skills. Ability to analyze situations and information, and deal with a variety of people from diverse backgrounds. Be able to make decisions independently and confidently. Be aware of what needs to be done and taking initiative to complete without needing to be asked. Have proficient computer skills, using Word and Xcel. Must adhere to confidentiality policies and demonstrate exceptional integrity, be flexible and a team player.

### **[APPLICATION PROCESS]**

**Email Application or Cover Letter and Resume to [director@familypromisecv.org](mailto:director@familypromisecv.org)**