

## OVERNIGHT SHELTER ATTENDANT

Family Promise of the Chippewa Valley – Beacon House

Part-time: Weekday and Weekend overnights (Typically 10:30pm – 8:00am); 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

### [DUTIES & RESPONSIBILITIES]

- Supervise shelter during overnight hours. Serve as main contact for guests of Beacon House, which accommodates up to 6 homeless families at a time.
- Maintain clean, safe, and respectful environment for guests, volunteers, and other visitors.
- Know, communicate, and uphold shelter guidelines.
- Nightly documentation in the guest log and staff log, outlining each night's activities.
- Attend, and participate, in monthly staff meeting
- Maintain agency and guest confidentiality
- 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, but not required.

### [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)**