

**SHELTER WORKER
HEARTLY HOUSE**

This is a part-time or substitute, non-benefitted, non-exempt position that reports directly to the Residential Services Director. Part-time positions open until filled: hours are Saturdays 5-10pm and Sundays 8am-3:30pm. Substitute positions always available.

AREAS OF RESPONSIBILITIES

- Provides shelter coverage and direct client services during isolated daytime, evening, and weekend shifts. Hours vary between 8am and 10pm.
- Conducts client screening and assessment for Shelter program. Teams with Residential Services Director or Lead Service Coordinator on eligibility.
- Completes all paperwork related to shelter intake/admittance
- Enforces shelter policies and procedures
- Provides crisis intervention to clients residing in shelter
- Mediates conflicts between clients residing in shelter
- Assists with inventory and management of food, shelter supplies, and donations as directed
- Maintains accurate client case records
- Completes funding statistics as assigned by Residential Services Director
- Maintains client confidentiality at all times
- Maintains shelter security at all times
- Attends staff and clinical meetings as employment schedule permits
- Adheres to Heartly House philosophy, policies and procedures
- Other duties as assigned by Residential Services Director

EDUCATION AND EXPERIENCE

- BA/BS in Human Services or related field. Experience in shelter settings preferred. Related practical experience may be substituted for a portion of education.
- Maturity, reliability, dependability
- Ability to assess situations, work independently, show initiative and flexibility in meeting client needs
- Must successfully complete Heartly House training within probationary period

Resumes and letters of interest may be sent to shelter.dir@heartlyhouse.org. Please note whether you are interested in part-time or substitute employment.