

Night Shelter Evening Support Staff

Hourly based on experience

BACKGROUND

Night Shelter is an overnight shelter program for families run through First Place Family Center in Eugene, Oregon. Night Shelter serves 20 families for up to 90 days while they are experiencing homelessness. First Place gives crucial assistance and support to families who are in crisis due to homelessness, job loss, health issues, or other critical problems. Services help meet families' immediate needs as well as help to promote self-sufficiency. In addition to basic services such as free showers, laundry, food, access to computers and more, First Place operates Night Shelter, Overnight Parking for families, a Rapid Rehousing Program, and Diversion Program for Families. First Place also hosts the state's only trauma informed, preschool for young children experiencing homelessness.

JOB OVERVIEW

The Night Shelter Evening Support staff provides support supervision to First Place's 20 family Night Shelter Program during the dinner and evening hours in coordination with the Night Shelter Program Coordinator and Night Shelter Case Manager

Shifts are 4:00pm-9:30pm

The position is located at First Place Annex in Eugene.

We are a program of St. Vincent de Paul Society of Lane County.

Equal Opportunity Employer. **We are a drug-free workplace.** All staff must pass a drug test.

QUALIFICATIONS

Education and/or Experience: High School Diploma required, secondary degree preferred. Experience and/or education in social service. Experience working with individuals and families in crisis or "at-risk" due to stressful life circumstances.

Fluent in conversational Spanish is desirable, but not required

Additional Requirements: ·Capacity to stay flexible under stress and maintain composure while multitasking in a fast-paced environment. · Ability to stay calm in the face of crisis and knowledge of de-escalation techniques. ·Teachable, open to learning. ·Self-motivated with willingness to work independently. ·Warm, welcoming presence combined with good professional boundaries. ·Nonjudgmental approach to a wide range of individuals and lifestyles.

JOB DUTIES This list is not all inclusive and staff member will perform other reasonable job duties, as needed

- Welcomes and orients community volunteers to Annex building and prepares building for family entry as needed
- Helps families settle in for the evening, provide supervision for families in living room, dining room, and cubicle areas.
- Effectively communicates and enforces program rules
- Provide support to Night Shelter Program Coordinator and Case Manager, as needed
- Helps families leave the building, in the unlikely event of a fire
- Ability to lift large items up to 50 pounds and perform light maintenance/cleaning as needed
- Ability to cover overnight shifts, as needed

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