



Job Title: Family Services Specialist  
Department: First Place Family Center  
Reports To: Director  
FLSA Status: Non-Exempt

**Night Shelter Overnight 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 overnight staff provides overnight supervision to First Place's 20 family Night Shelter Program. This is a night time grave yard position.

Shifts are 9:30pm-8:30am, nightly.

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

- Helps families settle in for the night in individual cubicles
- Effectively communicates and enforces program rules
- Remains awake through the entire shift
- Helps families leave the building, in the unlikely event of a fire
- Tidies and prepares Shelter for the next day
- Ability to lift large items up to 50 pounds and perform light maintenance/cleaning as needed.
- Drives shelter bus back to First Place each morning.

If you feel you are qualified and want to apply for this position please submit application, resume, and two references to <http://apply.svdp.us/>

All employees and prospective employees of St. Vincent de Paul will receive equal employment opportunity without regard to race, color, religion, sex, age, national origin, disability or any other trait protected by applicable law. Promotions, transfers, training, compensation, benefits and all other employment considerations will be administered without regard to race, color, religion, sex, age, national origin, disability or any other trait protected by applicable law. Veterans are encouraged to apply.