**PeaceHealth Pallet Support Staff**

Over the last 68 years, SVdP has grown from a volunteer-led non-profit to the largest human services agency in Lane County with more than 600 employees. Our mission is to assist the poor and those in need of consolation, seeking out and utilizing every resource. Being mindful of the sanctity and dignity of all, any charitable work that advances those goals is within the mission of SVdP Lane County.

PeaceHealth Pallett Site is a program operated by St. Vincent de Paul Society of Lane County that provides unhoused individuals and couples over the age of 18 with a place to safely sleep and keep their belongings at night while recovering from recent hospital discharge.

The shelter support staff provide supervision to the individuals at the shelter location.

**Education and/or Experience:**

* High School Diploma and experience and/or education in social service
* Experience working with individuals in crisis or “at-risk” due to stressful life circumstances preferred

**Responsibilities and Duties:**

* Complete new guest intake
* Assign guests to pallets and give tour of site
* Effectively communicate and enforce program rules
* Manage site phone at all times, coordinate with health professionals and relay messages to guests
* Help facilitate scheduling of meetings and/or Ride Source
* Notify onsite participants about services at the Service Station
* Relay daily shift reports, exits, and schematics to SVdP Liasion
* Restock all cleaning supplies and maintain clean work station
* Properly clean and sanitize vacant pallets and remove all garbage/debris
* Deliver unclean blankets to the proper bin at the Service Station
* Must be willing to fill in at other sites as staffing needs arise
* This list is not all-inclusive, and other duties may be assigned

**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