Mary’s Place - Female Residential Shelter Support (part-time)

**Supervised by:** Director of Shelter Services

**Minimum Qualifications:** A High school diploma or GED is required. Related experience is preferred.

**Hourly Rate:** Hourly rate is $12.50 for awake hours/direct service hours and $7.25 for sleep hours. Work schedule is approximately 20 hours per week during the evenings and weekends including overnights. Position receives holiday pay when scheduled to work any CVIC observed holidays and accrues annual vacation and sick time.

**Classification:** Non-Exempt

**Responsibilities:**

1. During scheduled shifts, reside in the staff quarters of Mary’s Place, CVIC’s shelter for children and adults fleeing violence.
   - Be easily accessible and available for shelter clients and new intakes throughout shift hours.
   - Inform Director of Shelter Services of all shelter or client related situations that arise.
   - Follow guidelines associated with being a residential shelter support staff.

2. Responsible for the safety and well-being of shelter clients.
   - Ensure proper intake procedures are followed as well as maintain accurate records.
   - Ensure new clients receive shelter orientation including shelter policies.
   - Attend to the immediate needs of clients and refer to a CVIC advocate, if needed.
   - Provide emotional support as well as safety consideration for shelter clients.
   - Maintain client confidentiality in accordance with the ND State Law and CVIC policies.

3. Shelter Operations
   - Follow safety policies and be knowledgeable of evacuation and other emergency procedures.
   - Assist in menu, meal preparation as well as grocery shopping, when needed.
   - Assist in keeping the shelter clean and in good working condition.
   - Report maintenance issues to Director of Shelter Services.
   - Assist with shelter yard work and snow removal, as needed.

4. Attend staff meetings as required.

5. Other duties as assigned including completing special projects.

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**Application Deadline:** Applications will be accepted until the position is filled.