



Job Description
ON CALL SHELTER ASSISTANT

EXEMPT: No	SALARY LEVEL: \$ 13.00- \$15.00
DEPARTMENT: Healthy Communities	LOCATION: Sloan Women's Shelter Santa Rosa, CA
REPORTS TO: Case Manager 1	HOURS: On-call, Mon-Fri 8 am to 5 pm and Saturday-Sunday 9 am 3:30 pm
DATE: 7/20/18	APPROVED BY: HR Manager

AGENCY BACKGROUND: The mission of Community Action Partnership of Sonoma County (Community Action) is to partner with low-income families and individuals to help them to achieve economic and social stability, to build community, and to advocate for social and economic justice. Community Action operates a wide variety of programs benefiting low-income Sonoma County residents.

SUMMARY OF THE POSITION:

Under general supervision of the Pathways Program Manager or Case Manager on duty, the On-Call Shelter Assistant maintains the women's shelter facility, works with the residents and alerts the Pathways Program Manager or Case Manager to actual or potential problems with the residents as well as provides clerical support as trained.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Conduct intakes and screenings of new clients as trained and directed.
- Assign household chores to residents.
- Enter data as trained and requested into resident files and the Web based data system
- Remind residents of rules and procedures when necessary; enforce rules.
- Notify the Pathways Program Manager immediately of any emergency or disruptive situations at the shelter.
- Assist Shelter Team in maintaining an inventory of food and household supplies for the shelter.
- Notify the Pathways Program Manager of any maintenance or repairs needed in the facility.
- Maintain confidentiality of potential and actual clients, and the location of the facility.
- Attend agency meetings and trainings as appropriate.
- Perform other duties as assigned or as program needs changes.

REQUIRED QUALIFICATIONS:

- Demonstrated strong communication skills, including the ability to actively listen and clearly explain rules and procedures.
- Ability to effectively carry out job duties independently and as a member of a team.
- Ability to get along with all kinds of people in a non-judgmental manner.
- Good Conflict Resolution skills and ability to set healthy boundaries.
- Basic to Intermediate PC computer skills, prior data entry experience; ability to use a copier and phone system.
- Awareness and sensitivity of the needs of low-income, minority, domestic violence, substance-abuse and mentally ill populations.
- Available to work with same-day notice.

- Must be able to pass fingerprint clearance before beginning work. A copy of physical exam, including current TB clearance, must be on file within seven (7) days of employment.

PREFERRED QUALIFICATIONS:

- Bi-lingual (Spanish/English) preferred
- Experience working with vulnerable populations

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to speak clearly, to hear, access facility with stairs and negotiate uneven terrain to one of the facilities. Employee is required to stand, reach, use hands and fingers, handle or feel objects; climb or balance, stoop, kneel, crouch, and to taste or smell. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Must be able to use hands to handle objects/operate keyboards, tools or other controls. The employee must frequently lift and move household objects and belongings up to 15 pounds, and occasionally up to 50 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: This job is conducted in the resident facility. The Shelter is both a home and a workplace. The noise level can vary from noisy to quiet. The pace of the household can be uneven and sometimes intense. The hours of operation are from 6:00 AM until 10:00 PM, and shifts are generally scheduled from 9:00 PM to 4:30 PM. The main shelter building is wheel chair accessible.

Community Action Partnership of Sonoma County is an Equal Opportunity/Affirmative Action Employer.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that is required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Print Name: _____

Signature: _____

Date: _____