



Part Time Shelter Staff Member

Hospitality House is a 9-bed, 90-day shelter program for women experiencing homelessness.

Job description

Shifts are:

Tuesdays 3pm-9pm

Thursdays 1pm-8pm

Saturdays 9am-6pm

**On call hours potentially available*

[Hospitality House's](#) mission is to provide home, health, and hope for women experiencing homelessness. Our staff empowers and supports residents as they navigate their way out of their present circumstances.

We recognize that individuals' experiences with oppression based on race, ethnicity, sexual orientation, gender identity, and beyond – can disproportionately factor into homelessness. We believe our residents are best supported when our staff has an intersectional lens. This is why we strongly encourage applications from people of color, women, LGBTQ individuals, and other marginalized community members.

Would you be a great fit for our diverse team?

Shelter Staff Role

- Develop rapport with residents and assist with requests.
- Maintain shelter standards and policies while supporting clients to develop positive behavioral changes.
- Complete shelter laundry, process and put away donations received.
- Must have excellent verbal and written communication skills.
- Able to provide a safe, caring, non-judgmental environment for the clients, while respecting differences cultural identities, social identities, religious backgrounds, sexual orientation, and gender identities.
- Ability to utilize de-escalation tools and effectively problem-solve with clients.
- Detail oriented and can perform organizational duties with a high level of accuracy.
- Able to maintain objectivity and keep strong boundaries while still showing compassion to clients.



This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and tasks activities may change but adequate training will be provided.

Minimum Qualifications

High School diploma or general education diploma (GED) and some experience working with a vulnerable population.

Working knowledge of Microsoft Office and Google Docs.

Job Types: Full-time, Part-time

Pay: \$20.00 - \$22.00 per hour DOE

Education:

- High school or equivalent (Preferred)

Work Location: In person

To apply, please email your resume to Executive Director, Sheenah Randolph, at sheenahr.hospitalityhouse@gmail.com. No cover letter required.