



Position: City with Dwellings Winter Shelter Overnight Assistant

Compensation: \$12/hour

Opening Date: 10/14/22

Closing Date: 11/25/22

FLSA Status: Non-exempt, part-time

To apply: E-mail krista@citywithdwellings.org for application link.

Candidates must complete all applicable background checks, including a substance use test before being hired.

Position Overview:

City with Dwellings is seeking an overnight assistant to provide support for the nightly Monitor of the Winter Shelter. The Winter Shelter will provide a trauma informed shelter located at a local church facility (separate for men and women guests). Assistant Monitors will be working with people experiencing street homelessness who also have mental illness. This position will report directly to Krista O'Connell and the Winter Shelter committee of City with Dwellings. Position is located in Winston-Salem, NC and is for 24-36 hours/week.

Key Responsibilities:

- Must be available to work 8 hour shifts (11pm-7am) from November 28, 2022-March 31, 2022.
- Work and communicate well with the Lead Monitor.
- Provide a positive, supportive, and respectful presence within the shelter.
- Assist the Monitor with check-out procedures.
- Ensure shelter spaces (bathroom, kitchen, all communal areas, and outdoor entry points) are in good, safe, and working order.
- Maintain a working knowledge of all policies and procedures guiding the work of the shelters. Perform all job functions in line with these policies and procedures.
- Assist with late check-ins.
- Tend to guest's belongings after they are warmed.
- Assist Monitor in handling emergencies such as fire evacuation, emergencies requiring EMS, or circumstances requiring police intervention.
- Attend and participate in staff meetings and in-service training as requested.

Candidates should substantially demonstrate the following knowledge, skill, and abilities:

- Strong communication skills are essential to this position.

- An ability to follow directions within a variety of settings and circumstances.
- Should be able to work at a fast pace within a variety of settings and circumstances.
- Patience in working with challenging situations and persons.
- Able to relate to persons with addictive and/or mental health behaviors with sensitivity and low anxiety.
- Preference to applicants who have experience of direct service with homeless or mental/addictive health population.
- Able to maintain appropriate and healthy boundaries. Conscious of the need for confidentiality.
- A passion for working with persons facing homelessness as part of a team.

Physical Requirements:

- This job is a high level of physical exertion - including, but not limited to: lifting storage bins, pushing carts, walking, assisting people to their feet, and remaining awake and alert through a third shift position.

City with Dwellings: a Community First Initiative is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, ancestry, age, gender, sexual orientation, marital status, national origin, disability or handicap, or veteran status.