



## Position Announcement – Resident Advocate (Substitute)

**Position:** Resident Advocate

**Status:** Casual part-time, as needed

**Program:** Community House

**Compensation:** \$16.66 per hour

**Reports to:** Shelter Program Manager

Seeking energetic, reliable, self-starter for substitute Resident Advocate position for IFC's shelters in Chapel Hill. Our shelters are for folks experiencing homelessness: Community House for men and HomeStart for women and families. IFC values and expects dignified, equitable, anti-racist, healing-centered interactions with all members and shelter residents, volunteers, and staff. We use a low barrier, harm-reduction, housing-focused approach.

### Responsibilities:

- Must be reliable and trustworthy as shelter runs 24/7 and works with vulnerable populations.
- Must be responsible and organized with good people skills, communication, and computer skills
- Responsibilities can be demanding and include: empowering residents, assisting residents, collaborating with case manager in helping residents with permanent housing, managing crisis situations, coaching residents on community living expectations, conflict resolution, maintaining safe and clean environment (e.g. monitoring daily chores and pitching in as needed), planning & preparing meals safely, processing donations, record-keeping, and using agency vehicle for pick-ups.
- Must attend weekly staff meetings, periodic agency meetings, and trainings as scheduled
- Work hours will vary each week, but typically will range between 6 and 20 hours per week. Some hours are scheduled ahead of time, and some will be fill-in on short notice. Must be flexible in availability to work weekdays, evenings, weekends, and most importantly, short notice and holidays
- Position is considered Essential Staff during emergencies, including inclement weather

### Qualifications:

- Prefer candidates with experience working in congregate living facilities, social work or lived experiences.
- Ability and desire to work with people of different backgrounds and personality types
- Must understand root causes of homelessness and poverty
- Candidates with valid drivers' license and good driving record will be prioritized
- Experience cooking for groups of people with knowledge of kitchen safety procedures
- Excellent organizational and interpersonal skills, including verbal, written and computer communication skills

### Work Environment:

- IFC is a social justice organization focused on creating a community of care and liberation
- Position works in IFC shelters on an as-needed basis; shift times vary, depending on need
- Position is considered Essential Staff in emergencies and during inclement weather
- May be required to lift and carry items up to 30 pounds
- Must be able to respond immediately to crises that arise
- Must be able to work in a hectic, high-demand environment with occasional conflicts and crises

Please email resume, cover letter, and references to [HR@ifcmailbox.org](mailto:HR@ifcmailbox.org). Position open until filled.

*IFC is an equal opportunity employer and strongly encourages applications from people with lived experience of poverty and/or homelessness, people of color, LGBTQ applicants, and people with disabilities.*

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