



## Position Announcement – Resident Advocate (Substitute)

**Position:** Resident Advocate

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

**Program:** Community House

**Compensation:** \$15.85 per hour

**Reports to:** Shelter Program Managers

Seeking energetic, reliable self-starter for substitute Resident Advocate position for IFC's shelters for people experiencing homelessness in Chapel Hill-Carrboro: 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 responsible and organized with good interpersonal, communication, and computer skills
- Responsibilities can be demanding and include: empowering residents, assisting residents in finding permanent housing, managing crisis situations as they arise, coaching residents on community living expectations, facilitating conflict resolution, maintaining a safe and clean environment (e.g. monitoring daily chores and pitching in as needed), supervising volunteers, planning and preparing meals using safe food prep techniques, processing donations, record-keeping, and providing transportation occasionally using agency vehicles
- 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 will be 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, on short notice and on holidays
- Position is considered Essential Staff during emergencies, including inclement weather

### Qualifications:

- Prefer candidates with experience working in a shelter setting or in Social Work or Peer Support
- Ability and desire to work with people of different backgrounds and personality types
- Must have understanding of root causes of homelessness and poverty
- Candidates with valid drivers' license and good driving record will be prioritized
- Experience cooking for large 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 [jaldave@ifcmailbox.org](mailto:jaldave@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.*