



## Position Announcement

**POSITION:** Shelter Staff

**PROGRAM:** HomeStart Shelter

**SCHEDULE:** Monday-Friday 4pm-9pm

**REPORTS TO:** HomeStart Manager

**STATUS:** Part time, exempt

**COMPENSATION:** \$15.40/hour

Seeking applicants for Shelter Staff position to support residents at IFC's shelter for women and families. The ideal candidate is able to function well in a fast-paced, sometimes demanding environment and has experience with housing first, low barrier, harm reduction models. IFC values and expects dignified, equitable, anti-racist, healing-centered interactions with all members and shelter residents, volunteers, and staff of the organization.

### Responsibilities:

- Lead all activities of the shelter during shift, including 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)
- Supervise volunteers
- Plan and prepare meals using safe food preparation techniques
- Empower and support residents
- Assist residents in finding permanent housing, processing donations, record-keeping, and providing transportation occasionally using agency vehicles
- Attend weekly staff meetings, periodic agency meetings, and trainings as scheduled
- Perform other related duties as assigned

### Qualifications:

- Understanding of the causes of poverty and homelessness and the relationship of these societal problems to unjust and inequitable systems
- Commitment to actively working toward anti-racism personally and on an organizational level
- Organized and able to manage multiple tasks
- Experience working in a shelter setting or in Social Work or Peer Support
- Good interpersonal skills with the ability to de-escalate crisis situations
- Candidates with valid drivers' license and good driving record will be prioritized
- Must be able to lift at least 30 pounds
- Experience cooking for large groups of people with knowledge of food and 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
- This position is considered Essential Staff during emergencies, including inclement weather
- Occasionally may be required to lift and carry items up to 30 pounds
- Must be able to stand and sit for extended periods of time
- Must be able to respond immediately to crises that arise
- Must be able to work in a hectic, high-demand environment

**Application procedure:** Please email resume, cover letter, and references to [thagan@ifcmailbox.org](mailto:thagan@ifcmailbox.org). Position open until filled. **Internal deadline May 31, 2022.**

*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.*