



Job Posting

POSITION: Shelter Team Lead

PROGRAM: Community House

SCHEDULE: Saturday-Wednesday, 4:00-12:00am

SALARY: \$43,118 annually, full benefits package

REPORTS TO: Community House Manager

STATUS: Full-time, Regular, Exempt,
Shares on-call duties with Shelter Managers,
Essential staff in inclement weather

ABOUT THIS POSITION:

This position promotes health and safety in the shelter, provides support to residents in securing housing, and supervises and supports shelter staff.

- Responsible for shelter operations as supervisor on duty, working on-site during afternoon, evening and weekend hours, supervising and supporting staff on duty, and carrying out shelter duties including intakes, facilitation of shelter activities and meal prep/serving, overseeing assignment and completion of chores, providing case management support, and occasionally providing transportation
- Provide support to the shelter program manager and liaise with shelter staff, as needed
- Model, train and support staff in providing low barrier, trauma-informed, harm reduction services rooted in anti-racism and social justice
- Lead shelter staff in de-escalation techniques and ensure communication between staff and residents
- Responsible for oversight of protocol to protect shelter residents and staff from Covid-19 transmission and spread, including staying updated on best practices; screening during intake; leading social distancing, cleaning, and safety procedures; and coordinating response for residents with symptoms.
- Actively promote civic engagement and leadership development activities in shelter
- Share on-call duties with the Shelter Managers; respond to emergencies and find coverage for shifts, as needed; considered Essential Staff in emergencies and during inclement weather

PREFERRED QUALIFICATIONS:

- Understanding of the causes of poverty and homelessness and the relationship of these societal problems to unjust and inequitable systems
- Experience in social services, including demonstrated experience with people experiencing poverty, homelessness, substance use, and/or mental health issues
- Knowledge of the Housing First model; ability and commitment to use Harm Reduction, Member-Centered, Trauma-Informed approaches
- Supervisory skills and an ability to build relationships, train and coach staff with a focus on development of staff with lived experience of homelessness and/or poverty
- Commitment to building power and leadership among Black and Brown people and people with lived experience of homelessness and poverty
- Analytical and decision making ability, including effectively resolving conflict and coping with crises
- Effective planning and time management skills, ability to manage multiple tasks and deadlines
- Flexible work style, sense of humor, and ability to work as part of a diverse team
- Computer literacy (i.e. Excel, Outlook, Word, etc.)

APPLICATION PROCEDURE: Please email resume and cover letter to HR@ifcmailbox.org.

Deadline to apply: Position is open until filled. Deadline for internal candidates is Friday, April 8 at 5pm.

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.