



SHELTER. SUPPORT. SOLUTIONS.

## Shelter Client Advocate, Full Time 2<sup>nd</sup> Shift, at Pillars Adult Shelter Internal and External Job Announcement

### **What is the position?**

From homelessness to coming home, Pillars provides shelter, support, and solutions to address the housing needs in our community. When people have nowhere else to go, Pillars Adult Shelter and Pillars Adult and Family Shelter are here to provide our services to members of our community experiencing homelessness. The Shelter Client Advocate is part of a team that provide services in a shelter setting.

The Shelter Client Advocate has many responsibilities, some outlined here:

- Maintain a clean, safe, and respectful environment for all clients, volunteers, and other visitors
- Oversee shift operations of the shelter program in a fast paced environment
- Interview persons applying for shelter, complete intakes into shelter, other client paperwork
- Collaborate with agency staff to review client cases and make recommendations to aid in client success
- Provide crisis intervention and offer resource information to clients
- Conduct house meetings with clients to help maintain a positive community living environment
- Distribute personal care items to clients (linens & hygiene)
- Collaborate with agency volunteers
- Recap shift events with other staff through written and verbal communication
- Maintain professional boundaries with clients
- Maintain agency and client confidentiality
- Attend staff meetings and trainings
- Other duties as assigned

### **What are the requirements?**

- High school diploma or GED required. Bachelor's Degree preferred.
- Experience working with, or knowledge of, people facing mental health struggles and/or challenges with addictions.
- This 40 hour per week position requires candidates to be available to work 8 hour shifts between 2:00pm – 12:00am, 7 days a week. Shelter Workers rotate nights, and as such, some weekend nights are required.

### **Compensation**

The compensation for this position is \$14.48 per hour. Benefits include health insurance, dental insurance, vision insurance, vacation, holidays, sick leave, short & long term disability, life insurance, 401k retirement account and an Employee Assistance Plan.

**To Apply**            The deadline to apply is September 16, 2020, at 8:00am

To apply, send resume and cover letter to [TMelzl@pillarsinc.org](mailto:TMelzl@pillarsinc.org)

Or mail: Tracy Melzl, Human Resources Assistant, Pillars, Inc, 605 E. Hancock St, Appleton, WI 54911

*Pillars is an Affirmative Action Equal Employment Opportunity employer committed to achieving a diverse workforce and to maintaining a community which welcomes and values a climate supporting equal opportunity and difference among its members. All qualified applicants will receive consideration for employment without regard to race, national origin, color, religion, age, genetics, sex, sexual orientation, gender identity, disability or veteran status*