



SHELTER. SUPPORT. SOLUTIONS.

Shelter Client Advocate, Limited Term, Part-Time 2nd Shift 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 services to members of our community experiencing homelessness. The Shelter Client Advocate is part of a team that provide services in a shelter setting. This Temporary Shelter Client Advocate could work between 10 and 30 hours per week on 2nd shift at the Pillars Adult and Family Shelter, the Pillars Adult Shelter or at an offsite temporary shelter facility for a limited term, ending 06/30/21.

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

- Has passion for the mission of Pillars and displays agency values: Respect, Collaboration, Empowerment and Grit.
- 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; post-secondary education in Human Services field is preferred.
- Experience working with, or knowledge of, people facing mental health struggles and/or challenges with addictions.
- Valid driver's license is preferred.
- This position requires candidates to be available to work from 5:00pm – 10:00pm, 2-5 shifts per week, various days of the week. Weekend availability is required.

Compensation

The compensation for this temporary, Part-Time, position is \$12.14 per hour.

To Apply

The deadline to apply is Tuesday, February 2, 2021, by Noon

To apply, send resume and cover letter to 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.