

MERCY HOUSE

Shelter Specialist

Mercy House Living Centers, founded by Father Jerome T. Karcher in 1988, is a 501(c)3 non-profit organization that focuses on a nationwide crisis: housing. Here at Mercy House, we believe that dignified housing is right and have expanded our services across counties in California and Arizona. When clients enter our care, we strive to help them recover holistically by providing services such as homeless prevention, rapid rehousing, emergency shelters, outreach, and permanent housing. Our goal is simple: To end the homelessness of those who enter our system of care.

We are looking for a dependable and responsible Shelter Specialist to join our team and contribute to providing a safe and client-focused environment for guests.

As a Shelter Specialist, you will be responsible for providing supportive services and logistical support to the Emergency Shelter Program during designated shifts. A flexible work schedule is required, including some weekend, morning, evening, and holiday shifts. This position reports directly the Emergency Shelter Site Lead.

Responsibilities:

Shelter Support

- Assist in the implementation of shelter activities to ensure quality, guest-focused, and trauma-informed delivery of services
- Encourage and discuss progress toward housing with shelter guests
- Assist with shelter setup and maintenance
- Assist with general cleanliness and safety of the facility, including emptying trash cans and cleaning up spills
- Assist with receiving and verifying orders from vendors and completing tally sheets
- Post and update signs and service calendars
- Set up and monitor audio equipment
- Assist in the organization of supplies and facility needs
- Conduct neighborhood patrols to minimize potential impact on the surrounding community

Administration

- Assist with keeping detailed daily summary sheets
- Assist with record keeping and reporting

Miscellaneous

- Assist with guest services and program activities if necessary
- Complete ad hoc projects as appointed by Supervisor

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Qualifications:

- Respectful and effective communication skills
- Possess a high level of tolerance and understanding for individuals who present for services with multiple urgent case management and health needs
- Ability to perform crisis intervention as needed
- Ability to complete job duties that are guest-focused, trauma-informed, and housing-focused
- Must be able to lift up to 50lbs
- Spanish Fluency desired

Compensation and Benefits:

- \$17.00 per hour
- Paid Time Off
- Paid Holidays
- Health, Dental, and Vision Insurance
- Flexible Spending Account
- 403(b) with Employer Matching
- Employee Assistance Program

How to Apply:

Please visit our Indeed Page to apply for this job and view other open positions:

<https://www.indeed.com/cmp/Mercy-House-1/jobs>