



Job Title: Assistant Program Director
Ministry: PADS Family Shelter
Reports to: PADS Family Shelter Director
FLSA Status: Salary Exempt (Full-time position) and Hourly (Part-time position)
Availability: Full and part time shifts between 6 am to 10 pm, 7 days/week
Posted Date: May 6, 2019

SUMMARY

The PADS Family Shelter (FS) is a family-only ministry of Hesed House, the second largest homeless shelter and comprehensive resource center in Illinois. The PADS FS allows children and families to live separately from the single homeless adults staying at PADS Overnight Emergency Shelter. The PADS FS serves 50 to 75 persons each day, with the majority of them being children. It is open 24/7/365. The shelter offers meals, shelter, sleeping accommodations, showers and laundry facilities to families in need. In addition, through our case managers, families have access to general and children's counseling, substance abuse counseling, medical services, legal services and job coaching. The PADS FS also emphasizes programs that teach self-esteem to children.

PRIMARY DUTIES AND RESPONSIBILITIES

PADS Family Shelter (FS) staff work closely with the Family Shelter Director to oversee the daily operations of the PADS Family Shelter.

1. Responsible for monitoring daily program functions and responding to needs as appropriate.
2. Responsible for maintaining the safety and security of the guests and the FS community.
3. Set an upbeat and encouraging tone and attitude in the FS community.
4. Monitor guest's activities while providing support and encouragement.
5. Ensure meals are prepared and served in a timely manner.
6. Ensure cleanliness of all program areas.
7. Model and teach life skills essential to guest's well-being.
8. Support and works cooperatively with volunteers to ensure their ability to serve effectively in PADS FS.
9. Assists in assigned work responsibilities and other duties fundamental to the upkeep, maintenance and well-being of both the Family Shelter and the organization.
10. Carry out duties and responsibilities in a timely and indiscriminate manner.
11. Responsible for making sound decisions in stressful situations with minimal supervision.

OTHER DUTIES AND RESPONSIBILITIES

1. Accept gift-in-kind donations.
2. Provide assistance to other Hesed programs and ministries as needed/requested.
3. Attend various program meetings.

CORE REQUIREMENTS

- Possess "street smarts."
- Be able to assess and intervene appropriately in crisis situations.
- Have the ability to work with a diverse and significantly complex population.
- Be compassionate yet firm.
- Must ascribe to the Hesus mission: "To feed the hungry, clothe the naked, shelter the homeless and give people the chance to hope again."
- Be self-motivated.
- Demonstrate tact, diplomacy and professional conduct, display a professional image, maintain confidentiality, and not fraternize with guests.
- Work in a fast paced, sometimes chaotic environment.
- Have the ability to work flexible hours including nights, holidays and weekends.
- Must pass DCFS and criminal background checks.

QUALIFICATIONS, EDUCATION, AND/OR EXPERIENCE

- Must have a bachelor's degree in a human service related field and/or comparable experience working with families/children.
- Must be able to meet the guests "where they are at".
- Must be willing to work under Harm Reduction and Housing First principles.
- Must have good verbal and written communication skills.
- Must possess developed computer skills.
- Prior experience working with the homeless preferred.
- An understanding of poverty and street smarts preferred.
- Bilingual Spanish/English is a plus.
- Basic first aid training desired.

PHYSICAL REQUIREMENTS

- Must be able to walk up and down stairs continuously.
- Must be able move light furniture weighing up to 50lbs regularly.

If interested, please send cover letter and resume to careersfs@hesedhouse.org.