



Position: Family Shelter Program Staff
Ministry: PADS Family Shelter
Reports to: Director of the Family Shelter
Availability: **Part Time Staff** - Saturday 6am-2pm and Sunday 2pm-10pm with the opportunity to work other shifts as needed
Sub Only Staff – possible shifts 6am-2pm and 2pm-10pm, 7 days/week as needed

The PADS Family Shelter is located at Hesed House, the second largest homeless shelter in Illinois. The Family Shelter is a 24-hour program that serves families seeking a safe place to sleep, shower, do laundry, receive meals, receive case management services, find medical and legal assistance as well as attain other life-sustaining services.

Family Shelter program staff work closely with the Family Shelter Program Director to ensure overall integrity of the Hesed House mission and are responsible for monitoring daily program functions. Program staff must possess the ability to model and teach life skills, do “light” case management, coordinate and implement programs and services, maintain guest’s confidentiality, manage the daily duties/responsibilities of the program, and tailor services to the specific needs of each guest.

CORE REQUIREMENTS:

- Possess "street smarts"
- Be able to assess and intervene appropriately in crisis situations
- Have the ability to work with a diverse population
- Be compassionate yet firm
- Must ascribe to the Hesed mission: "To – without judgment and with compassion and understanding – 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

DESIRABLE FACTORS INCLUDE:

- Bilingual ability (English/Spanish)
- Basic first aid training
- Previous experience working with homeless individuals and families
- Experience with not-for-profit/ social service organizations
- Degree in Human Services or related field

If interested, please send cover letter and resume to careers0118@hesedhouse.org