



Position Description

Position: PADS Family Shelter Program Staff
Type: Full Time, Part Time and Sub Openings Available

Availability: Able to work flexible hours including nights, holidays and weekends
Typical shifts run 7am - 3pm and 3pm - 11pm seven days a week

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 and attain other life-sustaining services.

Family Shelter staff work closely with the Program Director to ensure the 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, encourage an upbeat positive atmosphere, do “light” case management, coordinate and implement programs and services, maintain guest’s confidentiality and manage the daily duties/responsibilities of the program. Staff functions include, but are not limited to maintaining order in the shelter, ensuring that necessary supplies are on hand and maintaining an acceptable level of sanitation and cleanliness. In addition, staff may be called upon to cook simple meals, recognize medical emergencies and take appropriate action, sometimes including basic first aid. These are hands-on functions, and staff members must be willing and able to meet the physical requirements of the position - constant movement, stair climbing, cleaning and the like are integral aspects of this position.

CORE REQUIREMENTS:

- Possess "street smarts"
- Be able to assess and intervene appropriately in crisis situations and to handle emergencies in a decisive manner
- Have the ability to work with a diverse and complex population
- Have an empathetic understanding of the issues of the very poor and those at the margins of society
- Be compassionate yet firm
- Ascribe to the Hesed Mission Statement and put our Core Values into practice every day
- Be self-motivated
- Demonstrate tact, diplomacy and professional conduct, display a professional image, maintain confidentiality and not fraternize with guest
- Have excellent communication skills, both oral and written
- Have ability to multi-task working in a fast paced, sometimes chaotic environment with a knack for juggling competing priorities

- 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 computer skills
- 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 note “Full Time,” “Part Time,” or “Sub” in your inquiry and send cover letter and resume to careers0118@hesedhouse.org