

## St. John's Homeless Shelter is Hiring

Written by GBP Staff

Tuesday, 16 September 2014 10:26 -

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GREEN BAY - ST. JOHN'S HOMELESS SHELTER is hiring the following positions for the upcoming season (Oct – April). Responsibilities for these seasonal, part time positions include providing a seasonal, overnight shelter for homeless adults and provisions of services to the homeless population.

*Support Staff I:* One part-time position; 5a-9a (11a on Sunday) is available. Responsibilities include:

- Provide advocacy and support for guests, Perform laundry duties, Complete shelter forms, Assist guests with appointments and wake up calls, Track work schedules, medications, and compliance with shelter rules, etc.

*Support Staff II:* Four part-time positions; 4p-9p and 12a-9am shifts available. Responsibilities include:

- Provide advocacy and support for guests, Perform laundry duties, Complete shelter forms, Assist guests with appointments and wake up calls, Track work schedules, medications and compliance with shelter rules, etc.

*Security Staff:* Four part-time positions; 4pm-12am and 4pm-10pm and 12am – 9am shifts are available. The primary focus of this position is for the safety of guests, staff, and volunteers. Responsibilities include:

- Handle potentially dangerous behavior, Answer door, Perform and record routine check of internal and external premises of building throughout shift, Log guest sign-in and sign-out sheet daily- note times; take head count on routine shift checks, Complete all shelter forms, Perform weapon/alcohol drug checks on guests upon entry to shelter, Perform guest background checks at time of intake, Responsible for effectively handling guest corrective behavior, Monitor and operate shelter security camera system etc.

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*Case Manager:* Two part-time positions; Approximately 30 hours/week.

The primary focus of this position is case management in close collaboration with Lead Case Manager to coordinate supportive, appropriate community services for guests in a manner that helps them move forward in their lives. Provide direction to staff in absence of Lead Support Staff. Responsibilities include:

- Plan and implement workshops, Accurately record data, Carry case load to address goals and barriers, Track guest schedules, Handle guest and staff corrective behavior, Enter data into WISP, etc.

To review a complete position description and to apply, please visit our website at [www.stjohnhomelessshelter.org](http://www.stjohnhomelessshelter.org)

. Please contact Angela Mihalko, Program Manager with any questions at

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