

JOB POSTING – ST. VINCENT DE PAUL GATEWAY FOR WOMEN AND FAMILIES

POSITION: **Female Guest Attendant I**
One part-time, 2nd shift position open: 24 hours a week
Must be available 2nd shift – 3 PM to 11 PM

POSITION MANAGER: Cille Stark, Shelter Operations Manager

POSTING PERIOD: **January 13, 2012 through January 23, 2012**

APPLICATION PROCESS:

Mail a resume and/or a Letter of Interest to Cille Stark, Shelter Operations Manager, St. Vincent de Paul Gateway for Women and Families, 120 W. Apple Street, Dayton, OH 45402 requesting consideration for the position and providing supportive documentation of your qualifications. **If you are a current employee of St. Vincent de Paul, please speak to your current supervisor regarding the application process.**

Summary of Position Responsibilities:

The Guest Attendant I interacts with and engages guests seeking shelter in the Gateway and provides them with necessary and related services. This individual is responsible for maintaining order and safety during her shift. The Guest Attendant I inputs guest information into the HMIS as needed. This individual also assists with housekeeping and /or meal preparation duties as needed.

QUALIFICATIONS:

- Position requires a female due to the nature of the work
- Associate's Degree in Mental Health Technology or related field preferred
- High School diploma or equivalent required
- 1-3 years proven experience working with diverse populations including homeless or very low income, mentally ill, and/or addicted populations
- Demonstrated ability to maintain professional boundaries when working with clients
- Experience in de-escalation of conflict/crisis situations is preferred
- Must be able to work evenings and weekends
- Must be able to lift and carry up to 35 pounds for short distances
- Must be able to walk and stand for extended periods of time
- Must be able to ascend/descend stairs frequently
- Must be able to pass drug screen and background check