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**POSITION DESCRIPTION**

**JOB TITLE:** Homeless Shelter Support Staff

**FLSA STATUS:** Non-Exempt

**WAGE:** $15.00 per hour

**POSITION LOCATION:** Green Bay, WI

**HOURS:** Full-Time & Part-Time Positions Available

**REPORTS TO:** Housing Director

\*\*\*Interested candidates should explain in cover letter why they are motivated for a position working in this environment with this particular population.

**About Newcap, Inc**

Newcap’s mission for over 50 years has been to move people from poverty to opportunities and economic security and improve communities. Every day we work with people who live in poverty to help them find those opportunities to make their lives more secure and more successful. We pride ourselves on the lives we are able to touch with our programs.

**RESPONSIBILITIES:**

Individual will work in homeless shelter for up to 12-families as front-line staff.

**ESSENTIAL DUTIES AND TASKS:**

1. Candidate will possess ability to have compassion, understanding and the ability to meet individuals right where they are at and assist in their shelter experience ensuring a safe, comfortable and loving transition into shelter.
2. Candidate will work with case management and security staff to ensure smooth operations of daily / nightly shelter.
3. Individual will log information, assist with intake process, assist with resident orientations and any other work as assigned by staff.

**WORKING CONDITIONS:**

This work is generally performed in an indoor environment.

**EFFORT:**

Long periods of standing and being on your feet. Must be able to see, hear and speak. Frequent handling and fingering, reading, working with information, standing, walking. Occasional lifting up to 25 pounds, reaching, climbing, stooping.

**MINIMUM QUALIFICATIONS:**

The individuals sought must possess a heart for working with the vulnerable population in our community while maintaining integrity, dignity and respect of the residents and organization.

Education:

* High School Diploma or GED (required).

**ABILITIES REQUIRED:**

* Self-motivated and a strong work ethic.
* Detailed oriented and ability to multitask.
* Well organized with great attention to detail.
* Capable of working both independently and as part of a team.
* Positive outlook and “make it happen” type approach.

**SPECIAL REQUIREMENTS:**

* Must possess a valid driver’s license.
* Must pass a criminal background check.
* Must be able to maintain the confidentiality of any information encountered.