



MY SISTER'S PLACE SHELTER ADVOCATE JOB DESCRIPTION

ABOUT US

My Sister's Place is a non-profit Christian based organization that opens its doors with love to provide safe shelter, nourishing food, a nurturing environment and resources for women and their children who are experiencing homelessness. All employees recognize that we are a Christian ministry and agree that they will do nothing as an employee of My Sister's Place to undermine its mission.

THE JOB

The Shelter Advocate is a part-time position that supervises evening and overnight shelter operations. This individual coordinates activities with the shelter residents, assures the safety and security of the facility, and ensures resident compliance with rules and regulations during evening and overnight hours. The position reports to the Shelter Manager.

RESPONSIBILITIES INCLUDE:

The duties of the Shelter Advocate include but are not limited to:

- Ensuring that the My Sister's Place Shelter is always a welcoming place to all and that residents and donors are provided excellent service.
- Engaging with shelter residents in a positive and compassionate manner; offering emotional support, encouragement, and spiritual guidance when appropriate for spiritual and personal growth.
- Assisting with the implementation of strategies developed by the Shelter Manager that support residents in achieving their self-sufficiency and personal growth goals such as job searches and readiness, education goals, childcare assistance, etc.
- Documenting and reporting relevant and factual observations and/or problems encountered with residents, elevating issues to the Shelter Manager as necessary.
- Preparing a meal for shelter residents from the assigned daily menu.
- Maintain a clean work/living environment in the shelter by making sure the staff bedroom, bathroom, and common areas are clean.
- Completing all staff development trainings and other tasks as assigned by the Shelter Manager and/or Executive Director.
- Providing timely communication with the Shelter Manager, sharing all information necessary for him or her to make informed decisions that impact shelter residents or the shelter's operations.
- Other duties as assigned.

Please email resume to Jennifer Bero at jbero@my-sisters-place.org