

**Come
work
with us**

Night Shelter Safety & Hospitality

Job Description:

City Care exists to do the work few others are willing to do. Poverty, homelessness, mental illness and substance use are community issues and deserve a community response of support for those working to create a better life for themselves and their loved ones. We believe in the intrinsic value of every person and it is with love and compassion we advocate for the overlooked in our community. In doing so, we hold space for complete restoration and we witness first-hand, remarkable stories of transformation. We believe in the power of unity and we fully believe we are better together. Still reading? Great! Now more about the position.

City Care is searching for the right person with a knack for seeing great potential in others and working as part of a team with the shared goal of motivating change toward that potential. Our Safety & Hospitality team members will understand the complexity of the intersection of poverty, homelessness, mental illness and substance use for our friends and neighbors experiencing unsheltered homelessness. This team will serve families, single women and men on the evening and morning shift in our new low-barrier Night Shelter.

Responsibilities include but are not limited to:

Carry out the mission, vision and values of City Care

Know the resources available in the community and assist guests with information regarding a network of collaborative partners

Be a reliable team member providing shift coverage and smooth daily operations

Participate in a team culture of professional hospitality, confidentiality, teamwork and safety among guests, interns, volunteers, staff and collaborative partners

Collaborate closely with the team on professional education and training

Eligibility, knowledge, skills, abilities:

Embodiment of City Care culture

Understand of the complexity of the intersection of poverty, homelessness, mental illness, substance use and recovery

Ability to reflect recovery principles with a minimum of three years of sobriety

Skilled verbal and written communication

Ability to use a computer and accurately enter data into a database

Ability to multitask and handle stressful and complex situations

Ability to work as a member of a team to accomplish shared goals

If you have ever lived in a transitional or permanent-supportive housing program you must have a minimum of three years in independent living.

Requirements:

High School diploma or equivalent

Current Oklahoma Drivers License

Excellent driving record

Pre-employment background check, driving record and drug test

Reliable transportation

Preferred:

Professional experience navigating mental and physical health systems, benefits and resources; BHCM-I or II; PRSS Certification

Days / Hours: Part-time

One hire for: Monday - Thursday: 5p-12a - 28 hours per week

One hire for: Friday, Saturday, Sunday: 5p-12a - 21 hours per week

One hire for: Monday - Thursday: 12a-8a - 32 hours per week

One hire for: Friday, Saturday, Sunday: 12a-8a - 24 hours per week

Starting rate: \$8 per hour

Apply by 2/2/21: Email the completed application to: debbi@citycareokc.org No phone calls please.

COVID-19 precaution: Remote interview process, Personal protective equipment provided or required, Social distancing guidelines in place, Virtual meetings, Sanitizing, disinfecting, or cleaning procedures in place.