



**Job Title:** Shelter Coordinator

**Reports to:** Shelter Manager

## **Overview**

Shelter Coordinator Staff are integral members of the care team at the GSH shelter locations. Shelter Coordinators help run the shelter office, maintain a positive and welcoming shelter environment and assist individuals who have different barriers to stable housing. Under the supervision of the Shelter Manager, this position will function as a member of the Good Samaritan Haven team, and adhere to all program guideline requirements.

## **Duties and Responsibilities:**

- Performs general administrative functions such as noting within the communication log, answering the phone and responding to in-person inquiries in a professional manner.
- Monitor and maintain a high standard of safety with scheduled check-ins, conducting wellness checks, monitoring guests blood alcohol content (BAC) using the BAC device, and following Good Samaritan Haven policies in regard to this.
- Provides intervention as needed, including determining when it is necessary to involve other staff, agencies and or the authorities.
- Organize, receive donated food/meals, prepare and serve evening meals, and/or provide guests with emergency meals, as needed.
- Maintains written and oral communication of incidents in accordance with Good Samaritan Haven policies.
- Build guest relationships by using the "Do No Harm" approach.
- Reports major incidents to the Shelter Manager.
- Ensure completion/submission of all required reports as scheduled.
- Participate in monthly check-ins and supervisory sessions with the Shelter Manager to review the work, discuss assistance needed and identify priorities;
- Routinely review all required reports, logs, etc. as needed.
- Perform other duties as required, such as cleaning, assisting with guest moves, etc.

## **Skills and Abilities:**

- Ability to be caring and compassionate
- Ability to de-escalate situations that may arise with guests
- Ethical and possessing personal integrity

- Possess strong human relations skills
- Ability to effectively communicate verbally and in writing
- Ability to perform word processing and data entry
- Ability to rapidly assess and evaluate situations
- Ability to multitask and manage time

### **Position Details:**

Full or part time hourly position, hiring for all shifts. Benefits include health, dental, and vision insurance, paid time off, a cell phone allowance, and more. Salary is commensurate with experience.

Good Samaritan Haven is committed to equity, diversity, and inclusion in the workplace. We encourage candidates from diverse backgrounds and experiences to apply.

**To apply:** Email cover letter and resume to: [info@goodsamaritanhaven.org](mailto:info@goodsamaritanhaven.org)