



## PART-TIME JOB OPENING

### OVERNIGHT STAFF - ROOM IN THE INN SHOALS SHELTER PROGRAM

Room in the Inn Shoals is looking for PT staff to work with the Room in the Inn's Shelter program by staying overnight at our church partner locations and assisting with the supervision and care of our guests. The Overnight Staff Shift is from 10pm-7am and requires the staff member to be awake during the entire shift. The hours and days will vary based upon the schedules and availability of all staff.

Room in the Inn's Shelter program begins November 15<sup>th</sup> and operates through March 12<sup>th</sup>. Some knowledge of the Room in the Inn program and/or comfortability working with the homeless population is required.

This is a part-time position and the pay is \$15/hour. The position will begin on November 8<sup>th</sup>.

Please send your resume and references to:

[roomintheinnshoals@gmail.com](mailto:roomintheinnshoals@gmail.com)

Attn: Krista Manchester, Executive Director

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**The overnight staff members will always be sent in teams of at least two people and will have an emergency on-call backup team. The staff members responsibilities will include:**

- Providing basic needs assistance to guests in our shelter program.
- Monitoring overnight activities to ensure everyone is safe and overseeing facility operations.
- Meal Preparation/Clean-Up: May need to occasionally assist with meal preparations and/or clean up during the shift.
- Enforce RITI and church location policies, timelines, etc.
- Enforce COVID protocols (health screenings, mask-wearing, mandatory vaccinations, etc.) when needed.
- Utilize emergency services when appropriate.
- Regular communication with the Executive Director and the Intake Coordinator.
- Maintain the security of the building and clients by following established safety procedures.
- Support the Room in the Inn's organizational values and mission.
- Other duties as assigned.

### **Requirements:**

- Comfortability with the homeless population. Ability to relate in a courteous, comfortable, non-judgmental manner with persons from all ethnic, socio-economic, and religious backgrounds.
- Availability to work nights. The shifts are 10pm-6AM various days, Sunday-Saturday. Workers may rotate nights, and as such, some weekend nights may be required. Candidates are not required to be available every night – they will have some choice about the nights they work and the number of nights per week they work.
- Access to an automobile, and legal driver's license.
- Ability to maintain confidential information and safeguard the information of all staff, guests and volunteers.
- Experience in conflict resolution situations: This includes being able to react quickly to assess conflict and determine appropriate steps to resolve. Ability to remain calm and professional during high stress situations.
- Be comfortable in a church surrounding. No participation in church services or church functions is required – but guests are housed in church buildings.
- Be able to operate in a team environment and be comfortable in a leadership position if needed.
- Be a self-starter and complete tasks independently.
- Be adaptable and flexible in new situations and able to make decisions, at times with limited information.
- Be able to lift and or move up to 30 lbs. *\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*
- COVID Protocols: Candidates must show proof of vaccination or submit a weekly negative COVID test. Masks are required in most situations. *\*COVID protocols are subject to change based on recommendations from the CDC and/or local health department recommendations.*

### **Qualifications**

- High school diploma or equivalent required. Associate's or Bachelor's Degree preferred.
- Previous experience working with individuals experiencing homelessness is strongly preferred.
- Ability to work a flexible schedule, including occasional weekends, evenings, or holidays.
- Experience in working or interacting with different groups of people, as well as working in a team environment.
- Criminal background check required.