

Corvallis Cold Weather Men's Shelter November 1 2018 – March 31, 2019

EMPLOYMENT OPPORTUNITIES

The Cold Weather Men's Shelter, a seasonal shelter, is looking for employees for the 2018-19 season, in the following positions:

Two OPENERS / CLOSERS : 22-29 hours per week each

Includes evening opening and morning closing. Work with other staff and volunteers to open the shelter each evening and oversee check-in of all guests. Oversee morning wake-up, breakfast and check-out procedures. Explain policies and procedures, use computer to enter data, help prepare beds as needed, check supplies, label and store personal items, and other check-in and check-out duties.

Three ROVERS: 10-12.5 hours per week each

Open gates and monitor movements in and around the shelter entrance area to maintain a calm atmosphere, great guests, troubleshoot problems, use computer to enter data as needed, assist with check-in as needed.

Three OVERNIGHT STAFF: 20-30 hours per week each

Stay awake through the night to monitor needs and activities in the shelter. Do laundry, stock and organize supplies, enter data into computer, handle problems and emergencies as needed, maintain a safe and calm atmosphere for all residents of the shelter

Three HOUSEKEEPERS: 8-10 hours per week each

Daily cleaning of the shelter facility, to maintain a safe and healthy environment for all shelter guests, volunteers and staff

Full job descriptions are available on the shelter web site at: <http://bentonhoac.com/corvallis-mens-shelter/>

All positions require self-motivated and self-regulated individuals who can work well with others and with shelter guests, who maintain and follow the policies and procedures of the shelter and the supervision of the shelter manager, who commit to being clean and sober while working, and who can communicate clearly and effectively. All successful candidates must pass a background check. Individuals with a history of violence or manufacture, distribution or selling of illegal drugs are not eligible to apply. Applicants must be available for several hours during the last two weeks of October for training sessions and staff meetings.

To apply: Send a letter (e-mail) of interested to Harry Reich, Shelter Manager, at Mens.shelter.manager@gmail.com

Describe why you want to work at the shelter, describe your experience (if any) working with persons experiencing homelessness and/or mental illness and addiction. Include the names and contact information of two references. Applications are due by Friday, Oct. 12, 5 PM.