



<b>Position:</b>	Shelter Staff Support
<b>Reports to:</b>	Program Manager; Emergency Men's Shelter
<b>Hours:</b>	Up to 40 hours a week (Days & Overnights)
<b>Classification:</b>	Nonexempt
<b>Salary Range:</b>	\$21.00/hour (night staff start at \$21.50)
<b>Health Benefits:</b>	Eligibility based on hours worked
<b>Role:</b>	100% on site

**COVID-19:** PorchLight (formerly CFH) follows the most current health and safety guidelines provided by King County Public Health and the CDC.

### **ABOUT PORCHLIGHT (FORMERLY CFH)**

PorchLight (formerly CFH) is a 501(c)3 nonprofit organization founded in 1993 to provide a warm, safe, and hospitable place for single men to sleep and be nourished with three healthy meals each day. Today, with partnerships and support from King County's Eastside community, PorchLight (formerly CFH) serves more than 1,700 people each year with street outreach, day center services, shelters, permanent subsidized housing, case management, and other life-saving supportive services—including three meals a day, 365 days a year. PorchLight (formerly CFH) is a healthy, fiscally stable organization with a dedicated Board and staff poised to advance its mission.

Our core values are relationship, community, empowerment, dignity and respect. These values embody the PorchLight (formerly CFH) mission: to partner with men experiencing homelessness & the community to create a path to stable living.

### **OVERVIEW OF POSITION**

Shelter Support Staff fulfill duties that ensure the men are treated in accordance with PORCHLIGHT (FORMERLY CFH) values and mission. The Shelter Support staff helps build and maintain a culture of respect and empowerment, a community where men and staff work together to provide safety, support, and a smooth functioning environment. Building collaborative, empowering, and healthy relationships with clients is critical to the success of this role.

This position helps ensure systems are in place and utilized to keep these facilities operating in a structured and orderly manner. Shelter Support Staff assist with keeping the shelter spaces clean and organized and ensure that activities, incidents, and needs of the shelter spaces and clientele are communicated to the appropriate PORCHLIGHT (FORMERLY PORCHLIGHT (FORMERLY CFH)) team members for assistance and follow-up.

### **KEY RESPONSIBILITIES**

- Build respectful, empowering relationships with shelter clients.
- Help foster and maintain a healthy culture of respect, empowerment, and community where the men can move forward in their goals to achieve stability.



- Communicate necessary guest information to day staff to keep them informed.
- Follow and enforce Shelter Guidelines, Policies, and Procedures with Shelter Guests.
- Support and assist guests with their shelter needs as they arise (ex. questions, concerns, hygiene supplies, cleaning supplies, bedding, food, and more).
- Maintain the safety and security of shelter property and report concerns to supervisor/On-Call or the authorities.
- Work with clients to maintain the grounds, cleaning schedules, and other chores as needed.
- Assist with meals, following food safety protocols.
- Coordinate client sign-in, sleeping arrangement, blanket assignment, client orientation, and responsibilities of the shelter, as well as shelter space and amenities.
- Conduct client intake and orientation to new clients as they arrive at the center.
- Monitor all client sleeping areas, bathrooms, kitchen, etc.
- Promptly de-escalate any potential or actual conflict with clients.
- Complete staff log, enter client characteristics, complete incident reports and bed night data into a database.
- Maintain the cleanliness of the shelter by performing housekeeping tasks outlined in (ex. sweeping, mopping, disinfecting).
- Answer phone during each shift, read and respond to calls, emails, or log communications.
- Ability to accurately record required client and staff documentation information while maintaining confidentiality and firm boundaries.
- Document shift notes and complete proper documentation, including but not limited to call logs, task list checks off lists, incident reports, reasonable suspicion forms, and mandated reporter documentation/reporting duties.
- Participate in regularly scheduled staff meetings.
- Adhere to policy and procedures, including the employee handbook.
- Other duties as assigned.

## **QUALIFICATIONS**

- Understanding (or commitment to develop an understanding) of the intricacies of homelessness.
- Experience, ability, and willingness to work respectfully with culturally diverse people.
- Ability to establish and maintain professional boundaries while working with clients.
- Ability to thrive in a flexible, fast-paced, and growth-oriented environment while maintaining a positive solution-oriented and client-centered approach.
- Ability to enforce shelter rules, including maintaining a behavioral-based, low-barrier environment.
- Understanding or willingness to train in trauma-informed care, diversity, equity, and inclusion.
- Ability to maintain confidentiality of guests.
- Ability to work in a setting that can be highly stressful.
- Ability to work independently and with a team.
- Ability to interact with volunteers and provide leadership.
- Strong interpersonal skills, compassion, and firmness towards guests, clients, and employees.



- Proficiency in navigating Microsoft Office products, specifically Outlook email, Word and Excel.

### **PREFERRED QUALIFICATIONS**

- Crisis management experience.
- Data entry
- CPR/First Aid Training
- Familiarity with community resources for single adult men experiencing homelessness in King County.
- Access to reliable transportation
- Current food handlers permit, or the ability to obtain within 14 days of hire.

### **SHIFTS & EXPECTATIONS**

- Day Shift: 7am – 7pm
- Overnight Shift: 7pm – 7am
- 12-hour shifts
- On call
- Weekend availability
- Single location

### **PHYSICAL DEMANDS**

While performing the duties of this job the employee is frequently required to stand and walk for extensive periods of time. Employees must be able to carry up to 35 pounds and must occasionally lift/carry/push up to 45 pounds.

PorchLight does not discriminate on the basis of race, religion, color, age, genetic information, sensory, mental or physical handicap, national origin, gender, sexual orientation, gender identity, gender expression, marital status, familial status, parental status, citizenship status, pregnancy, veteran status, political ideology or any other basis protected by applicable law.

PorchLight serves people from diverse cultures, races, gender identity, sexual orientation, and ages. We value diversity and intentionally work to recruit, hire, and retain staff who reflect the diverse client population we are serving. PorchLight is an equal opportunity/affirmative action employer.

## **SUBMISSION**

To apply, please submit resume to [careers@cfhomeless.org](mailto:careers@cfhomeless.org)