



Position Announcement: House Supervisor, Part-Time

What is the position?

Homeless Connections, a 36 year non-profit agency, is ending homelessness by connecting individuals and families to resources that promote self-sufficiency and prevent future homeless episodes. The House Supervisor works as part of a team to provide services to women, men and families who are experiencing homelessness in the shelter program.

- **PART TIME** – overnight, 2-4 shifts per week
- **PART TIME** – am/pm flexible days, weekends preferred, 4-6 shifts per month

The House Supervisor has many responsibilities, some outlined here:

- Ensure the safety and security of the building and clients
- Provide crisis intervention and resource information to clients
- Conduct face to face check-ins with clients and client intakes
- Reinforce community living guidelines with clients
- Document notable client interactions with staff, volunteers and/or other clients
- Recap shift events with other staff through written and face to face communication
- Assign and ensure completion of daily chores with shelter clients
- Conduct house meetings with shelter clients
- Hand out prescription and over-the counter medications to clients
- Distribute personal care items to clients
- Stock donations and maintain building inventory
- Maintain professional boundaries with clients
- Maintain agency and client confidentiality, including former clients
- Attend staff meetings and pre-approved trainings
- The overnight house supervisor is responsible for all kitchen operations, meal planning and inventory for roughly 50 people served daily.

The part time overnight house supervisor compensation starts at \$13.40/hour and non-overnight is \$11.90/hour.

What are the requirements?

Bachelor's Degree preferred, high school diploma or GED required. Prefer previous experience working with homeless individuals, persons in poverty, persons with mental health issues and/or AODA.

To Apply

Send resume and cover letter to sara@homelessconnections.net

Or mail: Sara Kranpitz, Homeless Connections, 400 N. Division Street, Appleton, WI 54911

We strongly encourage you to browse our website www.homelessconnections.net

Homeless Connections is an Equal Opportunity Employer