



Position Announcement: House Supervisor: Full-Time & 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.

FULL TIME – varied shifts, 40 hours per week

PART TIME – varied shifts, 20 hours per week

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 full time house supervisor compensation starts at \$11.90/hour (additional \$1.50 per hour for overnight shifts) plus full benefits, including health & dental insurance, life insurance, short term disability, long term disability, vacation pay, sick pay, holiday pay and a retirement plan.

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.

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

Homeless Connections is an Equal Opportunity Employer

Job Type: Full-time or Part-Time

Please indicate which position you are interested in when you apply

Salary: \$11.90 to \$15.70 /hour

To Apply

Send resume and cover letter to:

Sara Kranpitz, Finance & Human Resources Director: sara@homelessconnections.net

Or via mail to:

Homeless Connections

Attn: Sara Kranpitz

400 N. Division Street

Appleton, WI 54911

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