



SHELTER. SUPPORT. SOLUTIONS.

Position Announcement: Homeless Shelter Client Advocate

What is the position?

From homelessness to coming home, Pillars provides shelter, support, and solutions to address the housing needs in our community. When people have nowhere else to go, Pillars Adult Shelter and Pillars Adult and Family Shelter are here to provide our services to members of our community experiencing homelessness. The Shelter Client Advocate works as part of a team to provide services in a shelter setting.

PART TIME 1st & 2nd and 3rd Shifts – Weekend Availability Required

The Shelter Client Advocate has many responsibilities, some outlined here:

- Maintain a clean, safe, and respectful environment for all clients, volunteers, and other visitors
- Oversee shift operations of the shelter program in a fast paced environment
- Interview persons applying for shelter, complete intakes into shelter, other client paperwork
- Collaborate with agency staff to review client cases and make recommendations to aid in client success
- Provide crisis intervention and offer resource information to clients
- Conduct house meetings with clients to help maintain a positive community living environment
- Distribute personal care items to clients (linens & hygiene)
- Collaborate with agency volunteers
- Recap shift events with other staff through written and verbal communication
- Maintain professional boundaries with clients. Maintain agency and client confidentiality
- Attend staff meetings and trainings
- Other duties as assigned

Compensation

The part time Shelter Client Advocate compensation starts at \$12.00/hour

What are the requirements?

High school diploma or GED required. Bachelor's Degree preferred. Knowledge of and experience in working with a wide spectrum of individual issues: poverty, substance abuse, mental health.

To Apply

Send resume and cover letter to lgeiger@pillarsinc.org

Or mail: Lisa Geiger, Administrative Assistant, Pillars, Inc., 400 N. Division St, Appleton, WI 54911

Pillars, Inc. is an Equal Opportunity Employer