



Position Description

Position: Interim Housing Coordinator

Classification: Non-Exempt

Reports To: Program Director

Hours: Part-time, evenings (5-10 pm) and weekends (8am-3pm or 3-10 pm shifts), 10-20 hours per week on a predictable schedule.

Benefits: After 6 months, vacation hours equal to the number of hours typically worked in one week.

Start date: Mid-September, 2008

Qualifications

Required:

- ☞☞ Experience with homeless, mentally ill and substance abuse populations,
- ☞☞ PERC card or ability to train for such (including a background check),
- ☞☞ Ability to respond to crisis situations and develop appropriate responses to unexpected situations,
- ☞☞ High school diploma

Preferred:

- ☞☞ College work or degree in human services related field,
- ☞☞ Experience in the security field and/or current PERC registration,
- ☞☞ Spanish language ability,
- ☞☞ Driver's license and access to vehicle

Duties & Responsibilities:

Overview: In order for LPCS programs to reach their maximum potential, guests need a stable, safe, healthy, positive place in which to make life changes. The Interim Housing Coordinators are responsible for creating and ensuring a safe, healthy, and respectful community for guests. Guests will become more invested in their own life changes when they feel connected to something larger than themselves – a community. They will see how their actions affect the community, and how they can learn and benefit from others in the community. Creating this sense of community will result in greater social skills and more positive decision-making abilities, which in turn will lead to more lasting life changes.

Programs & Services

- ☞☞ Create and promote a healthy community environment for community clients.
- ☞☞ Supervise the activities of the Interim Housing Community. Enforce all rules and policies of the LPCS fairly and consistently. Discipline and dismiss guests as necessary.
- ☞☞ Interact with and orient volunteers. Inform class, meal, and overnight volunteers of communication logs, procedures and encourage them to communicate their experiences.
- ☞☞ Supervise showers, laundry, chores and computer lab or phone use for guests.
- ☞☞ Provide regular neighborhood security patrols.

- ☞☞ Identify needs of guests and report to the case managers, Program Director or Interim Housing Manager, as appropriate.
- ☞☞ Supervise operations of Interim Housing Community to ensure smooth operation and consistency of program implementation.
- ☞☞ Provide emergency overnight supervision of the Interim Housing Community when other supervision is unavailable.
- ☞☞ Other duties as assigned.

Operations & Administration

- ☞☞ Attend bi-weekly program staff and monthly all-staff meetings.
- ☞☞ Maintain accurate record of operations in daily staff log.
- ☞☞ Maintain and stock supplies. Keep all LPCS storage spaces, including donation storage and clothing closet, organized at all times. Sort donations regularly.
- ☞☞ Maintain accuracy and confidentiality of client files.
- ☞☞ Create monthly reports of Interim Housing Program statistics.
- ☞☞ Other duties as assigned.

Community & Public Relations

- ☞☞ Represent the LPCS within advocacy groups, member organizations, and community organizations, as able and appropriate.
- ☞☞ Attend LPCS' Annual Volunteer Appreciation Event.
- ☞☞ Other duties as assigned.

The Lincoln Park Community Shelter is an equal opportunity employer.

How to Apply:

Send your resume and cover letter to Betsy Carlson, Program Director, via email at bcarlson@LPCSONline.org or fax at 773-549-1767 by Monday, August 25. No phone calls please.

Prepared/Revised: April 14, 2008

Approved by: E. Ryan