

Grace Place Shelter Aide Position Description

Organization: Interfaith Hospitality Network of Greater Cincinnati
Position: Grace Place Shelter Aide (part-time)

Preferred Qualifications:

- Experience working in social services setting.
- Experience working with homeless populations.

The ideal candidate will embody:

- Commitment to serving those in need.
- Reliable and dependable attendance.
- Excellent problem solving ability.
- High degree of initiative and autonomy.
- Excellent written and verbal communication skills.
- A good sense of humor in a sometimes high-pressure environment.
- Appreciation and sensitivity for a culturally diverse staff and client base.
- Ability to lift up to 35 pounds.
- Ability to perform routine manual work such as cleaning and cooking.

Summary:

The Grace Place Shelter Aide serves families staying at IHNGC's overnight shelter location, Grace Place, in College Hill. This position is shared by several employees, but one at a time, the aide works independently as the only staff member overseeing the facility. It requires a high degree of autonomy, problem-solving skills, initiative in times that seem slow and fast-thinking when times seem fast-paced and challenging. Primary responsibilities include overseeing the safety and well-being of families staying at Grace Place.

Responsibilities:

- Create a hospitable and calm atmosphere so families can feel at home
- See that children are supervised by parents at all times
- Help parents with anything they may need
- Ensure that Grace Place is clean by sweeping floors, wiping counters, taking out trash, putting items away, cleaning up messes, turning off appliances, and throwing away expired foods
- Ensure that the building and surroundings are safe and secure at all times
- Communicate with Shelter Operations Coordinator for non-urgent needs; with IHN On-Call for guest emergencies and urgent needs; and with CAIN (Churches Active in Northside) with any Grace Place maintenance needs
- Check lights, appliances, and equipment each shift to make sure that they are safe and in operating order; report any dysfunctions to the Shelter Operations Coordinator and to CAIN
- Open and close the Grace Place building using the key lock box
- Make sure that the building and surroundings are "child-proof," with all dangerous and hazardous materials locked up and inaccessible to children. Keep medication bag locked in overnight host room, and keep pantry locked when not in use
- Prepare meals for families
- Assist families in observing social distancing by adhering to established schedules and disinfecting procedures
- Observe families for symptoms of COVID-19 and assist families with daily temperature checks, when necessary
- Record pertinent information from shift, craft an email and send to other staff members
- Other duties as assigned

Hours: Varies, currently second and third shifts needed: 2:30pm-9pm, 8:30pm-8:30am

Accountability: Accountable to the Director of Operations

For consideration, send cover letter and resume to: MerryBeth McKee, Director of Operations,
merrybeth@ihncincinnati.org