

# Hood River Shelter Services

*Because The Gorge Community Cares*

## **Job Announcement** **SHELTER STAFF**

### **Position:**

Hood River Shelter Services seeks Shelter Staff for the 2020-2021 shelter season.

### **Responsibilities:**

Staff Warming Shelter in shifts between the hours of 5:00 pm and 9:00 am, accompanied by another Shelter team member. Intake guests into Shelter as needed. Lead and facilitate Nightly and Early Morning Timeline for shelter guests. Maintain knowledge of and practice current CDC and other health authority guidelines to ensure the health safety of Shelter. Enter daily data and complete additional tasks as needed. Shelter Staff will work under the direction and with the support of the Operations Manager and Shelter Director to ensure the Shelter's goals are met.

### **Qualifications:**

Successful candidate will have strong communication and people skills and be able to maintain professionalism and composure in uniquely challenging situations with diverse people. 18 years and older. Offer contingent on a successful reference and background check. Must have the ability to use basic computer programs, such as Microsoft Word, Excel, and e-mail. Must have reliable, winter ready transportation and be able to work outdoors in winter weather.

### **Schedule & Pay:**

\$13/hr; up to 40 hours available per week. Possible opportunities for additional hours to fill-in as needed.

### **Start Date:**

Week of November 15, 2020, with interviews to be held the week of November 2 and training during the week of November 9. This is a temporary position from mid-November to mid-March 2021 during Warming Shelter operations.

### **To Apply:**

Please email resume and completed application form to Hood River Shelter Services at [director@hoodrivercares.org](mailto:director@hoodrivercares.org) or by mail to HRSS, P.O. Box 1714, Hood River, OR, 97031.

## Hood River Shelter Services Application Form

**Name:**

**Date:**

Please choose one of the following in response to the statement:

1. Others would say that I am always on time and present for my work schedule.

Completely false | Mostly false | Neither true nor false | Mostly true | Completely true

2. People come to me with their issues or problems seeking advice or counsel.

Completely false | Mostly false | Neither true nor false | Mostly true | Completely true

3. As much as possible, it is important for me to be liked by everyone.

Completely false | Mostly false | Neither true nor false | Mostly true | Completely true

4. I have been told (or believe that) I am gullible or easily manipulated.

Completely false | Mostly false | Neither true nor false | Mostly true | Completely true

5. In one or two sentences, describe why you want to work in this position.

6. In one or two sentences, describe your biggest concern about working the position.

7. What special skills would you bring to working with a diverse homeless population?

8. Please circle days of the week available, how many hours a week available, and preferred time(s) of day to be scheduled.

Mon	Tue	Wed	Thur	Fri	Sat	Sun
<10 hrs	10 - 19 hrs	20 - 30 hrs	31 - 40 hrs	<40 hrs		
Evening	Overnight	Morning				