POSITION TYPE: Resident Associate – Part-Time Non-Exempt

DESCRIPTION: Responsible for supervising client activities and shelter facility during day, evening and overnight shifts. Maintain a clean, safe, healthy environment for residents and staff.

REPORTS TO: Resident Associate Supervisor

RATE OF PAY: $14.25/hr. non-exempt

Duties and Responsibilities for Day and Evening Shifts:
- Exercise good judgment and remain calm when called upon;
- Participates and oversees client activities such as meals, personal hygiene, chores;
- Provide supervision of all clients and shelter facility;
- Provide assistance to Dinner Guest Chefs as needed;
- Coordinate laundry and shower lists;
- Daily cleaning of restrooms/shower areas;
- Ensure kitchen and dining areas are clean;
- Remove trash from shelter area;
- Light-duty repairs/maintenance of facility;
- Reporting equipment or structural items in need of repair;
- Other duties as required for the maintenance of the facility;
- Complete site maintenance and other duties as assigned by supervisor.

Duties and Responsibilities for Overnight Shift:
- Monitor shelter during overnight/bedtime in the shelter;
- Respond to unexpected or spontaneous client needs if any, during overnight hours;
- Insure the safety of the clients at all times;
- Exercise good judgment and remain calm when called upon;
- Assist Breakfast Guest Chefs, if needed;
- Remove trash from shelter area;
- Stock restrooms in Access Center and shelter.
- Other duties as required for the maintenance of the facility;
- Complete site maintenance and other duties as assigned by supervisor;
- Daily cleaning of restrooms/shower areas;
- Ensure kitchen and dining areas are clean;
- Coordinate timely departure of clients from the facility in the morning;
Qualifications and Requirements for this Position:
- Previous experience working in homeless or comparable social service program;
- Ability to effectively listen to clients and utilize problem resolution skills;
- Previous experience in facilities maintenance is preferred;
- A clean driving record and valid CA driver’s license required;
- Must be physically able to do lifting, carrying of supplies, and manual labor related to cleaning and repairs
- Bi-lingual skills (English/Spanish) desirable but not required.

Schedule:
As assigned; shifts are Friday & Saturday 12:00am-8:00am or Sunday & Monday 12:00am-8:00am or Saturday & Sunday 4:00pm-12:00am or Monday – Friday 8:00am – 12:00pm in addition on-call basis as needed for any of the shifts for the shelter

I have read and understand the qualifications, requirements, duties, responsibilities, and essential functions of the position and can perform these duties with or without reasonable accommodation.

PLEASE EMAIL RESUME AND COVER LETTER TO jobs@ascenciaCA.org.
Please indicate “Part-Time Resident Associate” in the subject line.