

Shelter Advocate:

Job Description

Primary Duties and Responsibilities

Assist Stepping Stone residents (clients) in following through with their Individual Goal Plan (IGP), which promotes self-sufficiency. These goal plans will have been previously determined by the resident and their Case Manager.

Assist Life Skills Advocate in supervising, instructing and managing residents in their assigned work training, self-care, living space and shelter cleanliness, safety and security.

Supervise Stepping Stone residents in their assigned employment training, providing instruction and feedback that promotes a quality work performance.

Ensure established protocol for all policies, procedures and code of ethics are followed.

Maintaining a high level of communication and documentation with co-workers and supervisors.

Provide the necessary supervision to residents that maintains a safe and secure facility at all times.

Perform and complete all assigned documentation in a timely fashion.

Attend and participate in staff meetings, staff training programs, and supervisory sessions.

Provide front office support making copies, conducting Breathalyzers and Urine Analysis, accepting donations and working with volunteers.

Provide telephone coverage: answer telephone in a professional manner, provide information about Stepping Stone services, waiting list, intake process, and Coordinated Entry.

Maintain confidentiality and boundary standards as outlined in personnel handbook.

Preparing and/or serving meals to residents.

Experience and Qualification Requirements

Associate degree in Human Services or related field. Non-degree equivalent experience may be considered.

Experience working with individuals experiencing homelessness preferred.

Experience working with individuals who have mental health and/or chemical health issues preferred.

Experience working with diverse populations preferred.

Exhibit a high level of written and verbal communication skills.

Ability to work and communicate both as a team and independently.

Maintain a professional and helpful presence.

Must be computer proficient. Proficient in the use of Microsoft Office Suite.

Must pass background study, per MN Department of Human Services guidelines.

Job Type: Full-time & Casual Pay: \$14.00 - \$16.00 per hour

Please send your resume to humanresources@steppingstoneeh.org