



## Position Announcement – Shelter Staff

**Position:** Shelter Staff

**Program:** HomeStart

**Reports to:** Shelter Program Manager

**Status:** Full-time, Regular -non-exempt

**Compensation:** \$14.25 per hour

Seeking applicants for Monday through Thursday (4p-12a), Staff position for IFC HomeStart Shelter for women and families experiencing homelessness in Chapel Hill. Must be interested in providing resident-centered quality services that are consistent with the agency's core values and commitment to racial equity and social justice. A high level of importance is placed on culturally-competent, trauma-informed interactions using a harm-reduction and housing-focused approach.

### Responsibilities:

- Must be responsible and organized with good interpersonal, communication, and computer skills.
- Responsibilities can be demanding and include: empowering residents, assisting residents in finding permanent housing, managing crisis situations as they arise, coaching residents on community living expectations, facilitating conflict resolution, maintaining a safe and clean environment (e.g. monitoring daily chores and pitching in as needed), supervising volunteers, planning and preparing meals using safe food preparation techniques, processing donations, record-keeping, and providing transportation occasionally using agency vehicles.
- Must attend weekly staff meetings, periodic agency meetings, and trainings as scheduled
- Perform other related duties as assigned
- Position is considered Essential Staff during emergencies, including inclement weather

### Qualifications:

- Prefer candidates with experience working in a shelter setting or in Social Work or Peer Support.
- Ability and desire to work with people of different backgrounds and personality types
- Must have understanding of causes of homelessness.
- Candidates with valid drivers' license and good driving record will be prioritized.
- Must be able to lift at least 30 pounds.
- Experience cooking for large groups of people, using portion control, with knowledge of food and kitchen safety procedures
- Excellent organizational and interpersonal skills, including verbal, written and computer communication skills

Please email resume, cover letter, and references to [thagan@ifcmailbox.org](mailto:thagan@ifcmailbox.org). Position open until filled.

*IFC is an equal opportunity employer and strongly encourages applications from people with lived experience of poverty and/or homelessness, people of color, LGBTQ applicants, and people with disabilities.*