



The YWCA is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

Job Title	Shelter Assistant
Reports to	Shelter Services Coordinator
Supervises	Volunteers
Date Created	02/23/2010

Job Classification	Non-exempt
Job Type	Part Time
Location	Emergency Shelter
Date Updated	4/27/2016

**Job Summary:**

Admit women and children to the shelter and ensure the safety and security of residents. Must be available to work nights, weekends and holidays.

**Core Competencies:**

Safety/Security	Self-Confidence
Empowerment	Flexibility/Adaptability
Inclusion	Problem Solving/ Decision Making
Communication	Conflict Resolution

**Job Duties:**

- Admit women and children to the shelter ensuring that new residents are fully oriented to the YWCA Shelter. Responsible for enforcing rules and regulations for all residents as outlined in the policy and procedure manual.
- Ensure residents are supplied with necessary items (food, clothing, etc.)
- Maintain Staff/participant records including admittance, daily journal, resident’s log, shelter duty checklist, child protection, and other reports as assigned.
- Ensure security of the shelter: locks, security systems, fire alarm systems and security checklist. Respond appropriately to alarms and emergency situations, including use of First Aid and CPR.
- Answer phones and respond to door buzzers appropriately.
- Attend scheduled Shelter meetings.
- Provide off site clients with food basket and supplies as applicable.
- Prepare sleeping rooms by cleaning and stocking.
- Sorting and organizing of donations.
- Maintain cleanliness of shelter and general organization of shelter.
- Other Duties as assigned.

**Qualifications:**

- Female. (BFOQ)
- High school graduate. 2 years college in related human service field or equivalent education/experience is required.

- Training or experience in working in crisis intervention.
- CPR and First Aid certified.
- Must have excellent oral, written, and interpersonal communications skills.
- Knowledge of domestic violence, homelessness, mental illness, chemical dependence and child development issues is essential. Knowledge of community resources is helpful.
- Prompt and reliable attendance is required.
- Meet all background check requirements.
- An understanding of, appreciation for, and support of the mission of the YWCA Cass Clay, which is eliminating racism and empowering women.

**Requirements:**

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential job functions of this position. While performing the responsibilities for this position, the employee is required to sit, stand, walk, bend and carry frequently. The employee will also be required to climb stairs, climb, twist at the waist, push, squat, kneel, stoop, crouch, reach overhead and drive occasionally. Standing in place and reaching above shoulders repetitively are performed occasionally and sitting at desk, repetitive keying, data entry, and wrist motion is performed frequently. This employee will be required to lift up to 20 lbs. from shoulder to overhead occasionally, carry up to 40 lbs. frequently, push up to 20 lbs. occasionally and pull up to 10 lbs. occasionally.

The description above provides the general nature and level of work being performed by those assigned to this position. It is not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**I have reviewed and understand this job description and can perform the above duties with or without reasonable accommodation.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_