



Job Description: Emergency Winter Shelter Staff

The Emergency Winter Shelter

The Eastside Winter Shelter for Women is an emergency, life-saving shelter that is run by The Sophia Way, a non-profit agency located in Bellevue, Washington. The Eastside Winter Shelter is intended to be a life-line to women who would otherwise be sleeping outside. In addition, community members who lose power and therefore their heat source are welcome. Two staff people will be on duty during all open hours.

The Sophia Way's Mission

To help end homelessness for adult women in East King County by providing shelter, case management, life skills training, social services and supportive permanent housing, offering a path from homelessness to stable independent living.

The Position

The EWS staff supports The Sophia Way's mission of assisting women from homelessness to independence by providing direct service and supervision to program participants, helping them adapt to community living and program policies, and ensuring effective operation of the shelter program.

Responsibilities:

The essential functions include but are not limited to ...

- Maintain a safe, supportive environment within the shelter
- Monitor doors and shelter space to maintain safety
- Perform intakes for new clients
- Assist clients with shelter routine
- Support clients in following all shelter procedures
- Help clients work through conflict with others living in the shelter
- Keep the shelter clean
- Communicate your observations of clients to shelter management through a daily log
- Set up and clean up meals, following all food safety guidelines
- Ensure all paperwork is complete and organized, including client intake paperwork, attendance logs, bus ticket logs, etc. May include some overnight data entry.
- Intervene in client crises under the direction of shelter management

Qualifications

- Experience (paid or volunteer) working with homeless adults preferred
- Willingness to work with a diverse population
- Ability to cope with a potentially high-stress environment
- Ability to maintain good boundaries
- Ability to lift up to 25 pounds repeatedly
- Ability to remain alert and on duty throughout the shift



- Ability to communicate well both orally and in written form
- Food handlers permit or willingness to obtain
- First Aid/CPR or willingness to obtain
- TB Test or willingness to obtain

Practicalities

Reports to: Emergency Winter Shelter Manager

Work station: Various Eastside host sites throughout season: October 15, 2016- May 15, 2017

Hours/schedule: Full-time, part-time, and on-call/substitute positions available. Shifts are overnight and may include weekends. Schedule to be determined with EWS Manager.

Compensation: \$16/hour plus benefits for full-time staff. Benefits include medical, dental, IRA, and team of dedicated co-workers.

To apply: Please send resume and cover letter to Cynthia Brown, EWS Manager, at cynthia@sophiaway.org. No phone calls, please.

The Sophia Way is an Equal Employment Opportunity Employer and does not discriminate and is open to all qualified candidates, regardless of race, color, gender, sexual orientation, religion or national origin. We also willingly comply with laws that govern age discrimination, equal pay and sexual harassment.