



## **ERIE UNITED METHODIST ALLIANCE, INC. JOB DESCRIPTION**

**POSITION TITLE:** Our Neighbors' Place Client Advocate

**BASIC JOB FUNCTION:** Provide overnight health and safety support to unsheltered homeless adults at EUMA's Our Neighbors' Place seasonal (November 18, 2020 – March 17, 2021) overflow shelter ministry. Ensure guests are welcomed into a COVID19 safe and secure environment and help move guests onto a pathway to permanent housing.

**REPORTS TO:** ONP Coordinator

**WORK HOURS:** Saturday and Sunday and/or Monday – Friday – flexible scheduling - 11:00 PM – 7:00 AM | 40 hrs/week as needed | Seasonal, Full or Part-Time shifts available

\$11.00/hr+/- depending on experience

### **RESPONSIBILITIES:**

EUMA's client advocate of Our Neighbors' Place is responsible for the health and safety of ONP guests during her/his shift at the shelter. (S)he will:

- Create an environment of welcome and caring for all who are guests;
- Support shelter coordinator, other ONP staff and volunteers to follow shelter protocols and procedures;
- Ensure COVID19 and other health and hygiene policies, procedures and protocols are enforced;
- Complete shelter cleaning and disinfecting while on shift;
- Receive referrals during the shift if necessary and help get guests settled into their cot;
- Assist with daily guest exit before 7:00 AM each day;
- Support shelter stakeholders, hosting site leadership before, during and after each shelter move; and
- Complete other duties as assigned.

#### QUALIFICATIONS:

- Commitment to EUMA's mission, vision and core values;
- Experience working with
- Must have or be able to obtain Acts 33/34 clearances and FBI Fingerprinting;
- Veterans, persons of color and those with lived experience are encouraged to apply.

#### SKILLS NEEDED:

- Excellent inter-personal and verbal communication skills;
- Basic computer knowledge and skills necessary;
- Maturity, good judgment, flexibility and a positive attitude;
- Ability to multi-task and shift gears quickly with good organizational skills;
- Ability to respond effectively to crisis situations;
- Understanding of and able to appropriately respond to poverty issues and cultural differences;
- Motivational interviewing a plus;
- Ability to work comfortably with people of diverse backgrounds;
- Peer support specialists are encouraged to apply;
- Ability to interact professionally with staff, clients and other members of community;
- Maintaining professional boundaries and confidentiality a must;
- Initiative, ability to work independently under general supervision, with a highly developed sense of personal and professional responsibility.

Please submit your cover letter and resume' to:

EUMA, HR, 1033 E. 26<sup>th</sup> St., Erie, PA 16504 or via email at [INFO@EUMA-Erie.org](mailto:INFO@EUMA-Erie.org)