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**ERIE UNITED METHODIST ALLIANCE, INC.**

**JOB DESCRIPTION**

**POSITION TITLE**: Our Neighbors’ Place (ONP) Client Advocate

**BASIC JOB FUNCTION**: Provide support to ONP volunteer coordinators and overnight health and safety support to unsheltered homeless adults. These seasonal positions will include mandatory paid training and a set schedule beginning (November 13, 2024 – April 2, 2025). Ensure guests are welcomed into a safe and secure environment and help move guests onto a pathway to permanent housing. Must be able to stand and walk for most of one’s shift and up to 8 hours.

**REPORTS TO**: ONP Manager

**WORK HOURS**: Sunday-Saturday scheduling available - 11:00 PM – 7:00 AM | up to 40 hrs/week as needed | Seasonal/Temporary Employment through April 2, 2025, Full or Part-Time shifts available:

Shifts**:** Sunday – Saturday | 7:00 PM – 11:00 PM; 11:00 PM – 3:00 AM; 3:00 AM – 7:00 AM

**HOURLY WAGE**: $14.00/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 ONP volunteer coordinators, shelter manager, other ONP staff and volunteers in achievement of ONP goals;
* Perform safety and security checks;
* Assume responsibility for ensuring that shelter protocols and procedures are followed during shift;
* Ensure 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;
* Exit guests ensuring all belongings are taken with them 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;
* Familiarity working with persons experiencing a housing crisis, substance use disorder, justice involvement, and/or severe mental illness a plus;
* Must have or be able to obtain Acts 33/34 clearances, FBI Fingerprinting and pass a drug test;
* Must be able to lift 30 lbs., stand and walk for up to eight hours. Must be able to stay awake overnight without electronic aid; and
* 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, 728 W. 9th St., Erie, PA 16502 or via email at HR@EUMA-Erie.org