



ERIE UNITED METHODIST ALLIANCE, INC. JOB DESCRIPTION

POSITION TITLE: Our Neighbors' Place Client Advocate

BASIC JOB FUNCTION: Provide health and safety support to unsheltered homeless adults at EUMA's Our Neighbors' Place seasonal (November 25, 2026 – March 30, 2027) overflow shelter ministry. Ensure guests are welcomed into a safe and secure environment and help move guests onto a pathway to permanent housing.

REPORTS TO: Our Neighbors' Place Seasonal Overflow Shelter Manager

WORK HOURS: Sunday-Saturday scheduling available - 6:00 PM – 11:00 PM | up to 37 hrs/week as needed | Seasonal/Temp November 2026 – April 2027, part-time shifts are available.

Shifts: Sunday – Saturday

6:00 PM – 11:00 PM – 5 hrs

6:00 PM – 9:00 PM – 3 hrs.

5:00 AM – 7:00 AM- 2 hrs

Shifts may be tailored to availability (mornings/evenings)

\$12.20/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. Client Advocate will:

- Perform regular, as assigned walkthrough of the facility for the purpose of maintaining a safe environment for adult males and females experiencing a housing crisis;
- Provide support to ONP guests to access on-site resources;
- Perform client intakes and confidential record-keeping as directed;
- Create an environment of welcome and caring for all homeless guests;
- Support shelter manager, other ONP staff and volunteers to follow shelter protocols and procedures;
- 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 as scheduled;
- 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;
- 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, 728 W. 9th Street, Erie, PA 16502 or via email at: HR@EUMA-Erie.org