



Title: Transitional Housing Facility Assistant

Reports To: Housing Director

Job Classification/Expectation: Part-time, 24 hours per week; 4 PM-8 PM, M-F and 9 AM-1 PM Saturday

Ideal Candidate:

The Transitional Housing Facility Assistant will be the primary staff member responsible for the operations of the facility during the afternoon and evening hours. The ideal candidate will maintain a high level of professionalism in what can be a fast moving environment, being easily adaptable and open to working along side people working through life challenges.

Program Responsibilities

- Serve as primary contact for residents after regular business hours and until Floor Managers take over at 8 PM nightly, handling any emergency situations that arise in a professional manner
- Ensure both office and facility supplies are kept at par levels, update Administrative Assistant when supplies need to be replenished
- Act as liaison between staff that are present during regular business hours and Floor Managers to relay any resident or facility-specific information that needs to be dealt with or monitored during overnight hours
- Remain aware of and uphold all rules and regulations of the facility to the highest of standards, maintaining a professional level of service with residents
- Conduct daily sign out meetings with the Floor Managers prior to end of shift

Administrative Responsibilities

- Answer phone calls and any emergent text messages on facility-specific phone lines during working hours
- Help with maintaining files, uploading documents, and any other administrative tasks as assigned by Housing Director and/or Administrative Assistant
- Communicate any tenant needs/concerns that arise after regular business hours to Housing Director via email, providing pertinent information and necessary documentation

Responsibilities to the Team:

- Conduct yourself in a manner consistent with our staff values
- Attend weekly meetings with Housing Director and maintain all scheduled working hours

Personal Qualifications Desired

- Lives by Christian values and exhibit a relationship with Jesus Christ
- Passionate about protecting and empowering people living in distress
- Exhibits humility, honesty, reliability, integrity, trustworthiness, and a servant's heart
- Possesses solid administrative skills, can stay organized and on top of the needs
- Has the ability to organize calendar, prioritize emergent needs, and multi-task
- Maintains grace and poise under pressure; remains teachable and adaptable to new situations