



Open Position: Interim Housing Coordinator

Classification: Non-Exempt

Reports To: Senior Interim Housing Coordinator

Hours: Part-time, 10-20 hours per week

(1-2 weeknight shifts, 1-2 weekend shifts, and 1½ hour staff meeting Thursday 3:30-5:00pm)

Possible shifts:

Weekday evenings (5-10 pm),

Weekends (8am-3pm or 3-10 pm)

Occasional weekday mornings (7-11 am)

Benefits: After 6 months, vacation hours equal to the number of hours typically worked in one week.

Start date: late-March/early-April 2010

Qualifications

Required:

- **Experience with homeless, mentally ill and substance abuse populations,**
- **Ability to respond to crisis situations and develop appropriate responses to unexpected situations,**
- **Completion of 20-hour unarmed security training course and/or current PERC registration,**
- **High school diploma**

Preferred:

- **College work or degree in human services related field,**
- **Spanish language ability,**

Duties & Responsibilities:

Overview: In order for LPCS programs to reach their maximum potential, guests need a stable, safe, healthy, positive place in which to make life changes. The Interim Housing Coordinators are responsible for creating and ensuring a safe, healthy, and respectful community for guests. Guests will become more invested in their own life changes when they feel connected to something larger than themselves – a community. They will see how their actions affect the community, and how they can learn and benefit from others in the community. Creating this sense of community will result in greater social skills and more positive decision-making abilities, which in turn will lead to more lasting life changes.

Programs & Services

- Create and promote a healthy community environment for community clients.
- Supervise the activities of the Interim Housing Community. Enforce all rules and policies of the LPCS fairly and consistently. Discipline and dismiss guests as necessary.
- Interact with and orient volunteers. Inform class, meal, and overnight volunteers of communication logs, procedures and encourage them to communicate their experiences.
- Supervise showers, laundry, chores and computer lab or phone use for guests.
- Provide regular neighborhood security patrols.

- Identify needs of guests and report to case managers, Senior Interim Housing Coordinator, or Program Director, as appropriate.
- Supervise operations of Interim Housing Community to ensure smooth operation and consistency of program implementation.
- Provide emergency overnight supervision of the Interim Housing Community when other supervision is unavailable.
- Other duties as assigned.

Operations & Administration

- Attend weekly program staff and monthly all-staff meetings.
- Maintain accurate record of operations in daily staff log.
- Maintain and stock supplies. Keep all LPCS spaces, including donation storage and clothing closet, organized at all times. Sort donations regularly.
- Maintain accuracy and confidentiality of client files.
- Create monthly reports of Interim Housing Program statistics.
- Other duties as assigned.

Community & Public Relations

- Represent the LPCS within advocacy groups, member organizations, and community organizations, as able and appropriate.
- Attend LPCS' Annual Volunteer Appreciation Event.
- Other duties as assigned.

The Lincoln Park Community Shelter is an equal opportunity employer.

How to Apply:

Send your resume and cover letter to Linda Gibson, Sr. Interim Housing Coordinator, via email at lgibson@LPCSONline.org or fax at 773-549-1767. No phone calls please.

Prepared/Revised: March 5, 2010

Approved by: B. Carlson