

EMPLOYMENT OPPORTUNITY

Shelter Support Assistant

POSITION SUMMARY:

The Shelter Support Assistant provides facility and resident support for clients residing at the Family Development Center, a 10-unit emergency shelter for families with children. This is a full-time position, 37.5 hours per week.

JOB DUTIES and RESPONSIBILITIES INCLUDE:

1. Support the safety of shelter residents.
2. Clean and stock family shelter units as needed to facilitate move-ins and move-outs; clean and stock common-use and family areas.
3. Receive, document, organize, and distribute shelter donations.
4. Complete data entry in agency databases.
5. Assist maintenance staff in completing light and routine maintenance activities throughout the shelter property.
6. Participate in agency meetings and trainings as required.
7. Other related duties as assigned by management.

QUALIFICATIONS INCLUDE:

Education & Experience

- High School Diploma or equivalency.
- Customer service, facility support, or maintenance experience preferred.
- Experience in a shelter, nonprofit, or affordable housing environment preferred.

Skills and Abilities

- Proficient in Microsoft Office applications, including Excel, Word, and Outlook.
- Demonstrated capacity to assess environmental, physical and personal safety and respond appropriately.
- Competency with standard office procedures and technologies, such as computer, telephone, printer, copier, scanner, fax machine, 10-key, etc.
- Bilingual desired (English/Spanish); additional languages helpful.
- Strong organization and time management skills required, with ability to multi-task.
- Ability to work independently with minimal supervision.
- Demonstrated ability to work harmoniously with people from varied, cultural, socioeconomic, educational and experiential backgrounds.
- Strong customer service skills and service attitude.
- Solid observation, analytical and intuitive abilities.
- Ability to respond appropriately in stressful or emotionally charged situations.
- Proficient in Microsoft Office applications, including Excel, Word, and Outlook.

License(s) & Certification(s)

- Valid driver's license and auto liability insurance required if personal vehicle used for work-related travel.

COMPENSATION AND BENEFITS

\$12.46 - \$13.10 (DOE) per hour plus benefits

Benefits include:

- Medical Insurance including Rx and Vision
- Dental Insurance
- Life Insurance and AD&D coverage
- SIMPLE IRA Retirement Plan
- Employee Assistance Program
- Voluntary supplemental Cafeteria Plan
- Sick leave
- Vacation leave
- 12 Holidays per year
- 2 Personal Holidays per year
- Health club discount

(Community Action reserves right to modify, amend, or terminate any benefit at any time for any reason.)

TO APPLY:

Please provide all items requested to the address below. Consideration will be given to application packets received by the closing date and containing (1) a completed Community Action Application for Employment form*, (2) your resume, and (3) a letter of interest identifying the position you are applying for and describing how you meet the qualifications for the position.

- Employment@CommunityActionSkagit.org, or
- Community Action of Skagit County, 330 Pacific Place, Mount Vernon, WA, 98273.

CLOSING: Position is open until filled. Priority consideration given to application packets received by **Friday, March 29, 2019**

Community Action of Skagit County reserves the right to extend application deadlines and to modify the selection schedule without notice, to form eligibility lists for, or make appointments to, other positions with similar employment requirements.

Community Action of Skagit County is an Equal Opportunity Employer.

*Application forms and job announcements are available at the above address and at our website,
www.CommunityActionSkagit.org.*