



**Job Title:** Overnight Shelter Coordinator, Paso Robles

**Department:** Paso Robles Overnight Team

**Supervisor:** Shelter Manager

**FLSA Status:** Non-Exempt

**Rate:** \$19.00 - \$20.00/hour

**Hours:** Full-time, 12:00am – 8:30am

**Date:** June 2024

### **Job Overview**

Are you passionate about making a real difference in people's lives? Join our team at the Paso Robles shelter, where every day brings new opportunities to create positive change! Reporting to the Shelter Manager, you'll provide nightly oversight of the facility, ensuring the safety and well-being of our clients. Your role will involve managing overnight activities and addressing the needs of ECHO clients, along with handling tasks like laundry and maintenance to keep our shelter running smoothly.

We're seeking someone with a can-do attitude who is enthusiastic about engaging with individuals experiencing homelessness. If you have a heart for helping others and experience working with this population, we'd love to have you on board! Come be a part of our mission to provide support and hope to those in need.

### **Essential Duties & Responsibilities**

- Oversees activities and general operation at the shelter site during overnight hours.
- Checks in with previous shift staff and Volunteers about what occurred during their shift.
- Evaluates the condition of the shelter premises nightly upon arrival for maintenance, upkeep or cleanliness. Will report the conditions of the shelter to the Shelter Manager.
- Rounds of the entire shelter areas should be completed approximately every 30 minutes throughout the shift. Pick up trash while on rounds
- Empty all trash nightly
- Respond to the clients' needs and assist them as needed.
- Work with management to ensure that overnight tasks are completed and shelter chores are being completed by the clients.
- Ensures the safety of the clients, volunteers, and shelter.
- Use de-escalation skills & trauma informed care approach when client issues arise.
- Attend weekly staff meetings and Overnight Coordinator meetings.
- Other duties as assigned.

### **Knowledge, Skills, Talents, & Abilities**

- Calm demeanor; Able to work under pressure; Able to respond to a crisis situation, health or safety issue and take appropriate and immediate action.
- Excellent oral communication skills and the ability to interact with all departments/levels of the organization and outside third parties in a highly professional manner.

- Ability to work with diverse populations including those facing challenges in the areas of mental health, domestic violence, child welfare services and aging.
- Excellent time-management and organizational skills with the ability to work independently and take initiative.
- Able to maintain a high-level privacy and confidentiality of employees', guests' and clients' information.
- Knowledge of universal precautions and what constitutes a medical or situational emergency.
- Understanding of mandated reporting laws.
- Must be professional, flexible, friendly, and work as a team player.
- Assume ownership for accomplishing assignments, requests and tasks.
- Intermediate knowledge of Office Suite, including WORD, EXCEL, and PowerPoint.

### **Education and/or Experience**

- High School Diploma/GED or equivalent experience.
- 1 years' experience working for a non-profit.

### **ECHO's Benefits Package**

- Health Insurance
- Vision & Dental Insurance
- 403b Retirement Savings Plan with up to a 3% annual salary match for eligible employees
- 12 paid holidays per year
- 80 hours per year of vacation - accrual rate increases steadily with additional years of service
- 56 hours of paid sick time per year
- 3 Wellness Holidays per summer
- Family Friendly work environment

### **ECHO's Cultural Norms**

- Greet all people with a smile and kindness.
- Listen without judgement and consider matters from another's perspective.
- Give everyone the chance to change and grow.
- Treat one another with dignity and respect.
- Be open to provide or receive feedback.
- Resolve conflict in a timely and constructive way.
- Willingness to be adaptable.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is usually sedentary, and frequently required to use hands to finger, handle, or feel and talk or hear. The employee is regularly required to stand; walk; reach with hands. The employee must occasionally lift and /or move up to 10 pounds and sometimes lift and/or move up to 40 pounds.

### **Work Environment**

Variable work environment; work is conducted both indoors and outdoors with varying environmental conditions; door to indoor facilities often kept open, so warm clothing is required when working at night. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Noise level varies from quiet office environment to very noisy shelter and dining hall. Variable work environment; work is conducted mostly indoors.

*ECHO is an equal opportunity employer and does not unlawfully discriminate on the basis of race, creed, national origin, disability, sex, gender identity, marital status, age, or any other protected status covered by federal or state law.*