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**Position Title: Shelter Worker (11 am - 7 pm Saturday - Monday every other week)**

Our Saviour's Community Services (OSCS) provides dignified shelter and housing for single adults, and basic education classes to adult English language learners in the Phillips Community of South Minneapolis. OSCS takes its name from Our Saviour's Lutheran Church, which founded our programs in the early 1980s. In 2004, we became a legally and financially independent nonprofit and are not a religious organization. Find more about OSCS at <https://oscs-mn.org/>

**SUMMARY**

The Shelter Worker provides basic direct services to adult emergency shelter guests of Our Saviour's Housing, and works to ensure that the shelter is clean, safe, and welcoming for all guests, volunteers, and community members.

This position would be regularly scheduled to work every other Saturday through Monday from 11 a.m. to 7 p.m. The employee would also be "on-call" the alternate weekend from Saturday morning until Tuesday morning. The employee would receive \$50 per day for being on call this alternate weekend, in addition to being paid for any hours worked.

**RESPONSIBILITIES**

*Guest support:*

- Create and maintain a positive, safe, and non-threatening atmosphere for all shelter guests, staff, and volunteers
- Ensure operating policies and procedures are communicated and implemented in an appropriate and respectful manner
- Set and maintain professional boundaries for guests, staff, and volunteers
- Use good conflict management and crisis intervention techniques to diffuse difficult situations
- Provide thorough orientation to shelter guests
- Complete morning wake-up calls

*Volunteer support:*

- Welcome volunteers and meal providers and offer them support, guidance, and encouragement
- Communicate promptly and directly with Volunteer Coordinator about joys and concerns regarding a volunteer or group

- Provide direction to shelter aide volunteers to make good use of their time

*Shelter responsibilities:*

- Prepare coffee, breakfast items, and clean kitchen
- Complete shelter laundry on a regular basis
- Work cooperatively with cleaning crew to ensure shelter is clean, safe, and properly maintained
- Maintain cleanliness of shelter and grounds; assist with light housekeeping and maintenance
- On some occasions this may include cleaning up bodily fluids and hazardous materials
- Monitor security camera system

*Other responsibilities:*

- Communicate clearly and regularly with other staff, using the logbook, email, and other methods
- Make arrangements to cover shifts, when necessary, and be available to assist co-workers
- Attend and participate actively in regular shelter staff meetings
- Other duties as requested and time permits

**Requirements:**

- Ability to lift and carry up to 30 pounds
- Ability to walk, bend, twist, stoop, reach, grip, push and pull equipment, and climb stairs as needed to perform essential job duties
- Ability to read and write English
- Ability to use standard office equipment, including computer, monitor, keyboard and software programs

**Job Type:** Part-time (24 hours every other week) and on-call.

**Pay:** \$16 per hour worked, with an additional \$50 per day when the employee is on-call.

**Diversity, Equity & Inclusion:**

OSCS is committed to providing a supportive, inclusive work environment. We are an EEO/AA employer and will not discriminate against any applicant or employee because of race, color, creed, religion, ancestry, national origin, gender identity, sexual orientation, disability, age, marital status, or status with regard to public assistance. We acknowledge that experience is gained through a variety of settings and value informal experience in addition to formal education and work history.

**Additional Information:**

**COVID Precautions:** OSCS is committed to following federal guidelines and keeping the beneficiaries of its programs and its staff safe. All new employees must provide proof of vaccination or undergo regular testing. All OSCS employees must be masked, when in the presence of other staff, volunteers, or clients, regardless of vaccination status.

**Working location:** This position will work onsite at the OSH shelter.

**HOW TO APPLY:** Please email your letter of interest and current resume to [hr@oscs-mn.org](mailto:hr@oscs-mn.org) with the subject line "On Call Shelter Worker." This position will remain open until a suitable candidate is hired.