



Lockport C.A.R.E.S., Incorporated
Emergency Homeless Shelter
192 Genesee Street/PO Box 586
Lockport, New York 14085
www.lockportcares.org



Immediate Position Vacancy

Lockport CARES is currently looking for a part-time overnight staff person to cover the 11pm to 7am shift, 2-3 shifts per week.
\$10 per hour.

Position: Overnight Staff, Lockport CARES, Inc. Emergency Homeless Shelter.

Required Education & Experience: High School Diploma or GED and some overnight work experience.

Accountability: Reports to Shelter Manager.

Additional Qualifications: • Dedication to providing support to individuals and families experiencing homelessness • The ability to provide crisis intervention when necessary • Able to communicate clearly to guest and volunteers in the situation • Commitment to be on time and cover scheduled shifts • Able to be flexible with schedule.

Essential Functions & Duties:

- Ensure security of shelter and safety of guests during the night;
- Maintain a safe, comfortable and clean environment for adults and children in shelter;
- Do not sleep or leave shelter unsupervised while guests are in shelter;
- Complete duties as listed on 'Shift Responsibility' list NIGHTLY;
- Complete clerical duties, chart audits as needed and update guest chart with any pertinent information happening on the shift;
- Enforce rules & guidelines, (including exiting guests accordingly);
- Be flexible in your schedule to meet the needs of shelter;
- Participate in mandatory in-services and volunteer meetings as scheduled;
- Report all incidence of child & adult abuse/neglect to Lockport CARES Shelter Manager;
- Report any illegal or unsafe activity to Shelter Manager;
- Answer any incoming calls from homeless persons and direct the call to CARES admission line after 7am the next morning (and before 10:30pm).
- Respect guest confidentiality;
- Be sensitive to cultural diversity and respectful of all guests regardless of their beliefs or practices;
- Provide brief emotional support and be available for guests needs;
- Document in communication log any guest and shelter information that will affect incoming volunteer staff.

If you wish to apply, please email assist.lockport.cares@gmail.com for an Employment Application or pick up one from the Shelter.