**PT Shelter Staff Position**

Reports To: Executive Director and Shelter Supervisor

Rate of Pay: $18.00 Per Hour

Work Schedule: Times and days will vary, but primary work hours would be overnight and weekends.

Training: 20-hr Crisis Counseling/Dynamics of Domestic Violence, Sexual Assault, and Human Trafficking. Training Offered by REACH of Macon County.

Work Description:

* Provide direct client services including intakes, supportive counseling, accessing needs, information and referrals, goal setting, case management, and some transportation as needed
* Responsibilities also include day-to-day operations of the shelter, overseeing MANNA and USDA foods, and completing record-keeping/paperwork.
* Maintaining confidential paperwork and client files and data entry.
* Coordination with other staff and community agencies and other duties as assigned.
* Crisis line coverage as needed.
* Coordination of shelter client activities and meetings.
* Provide a supportive environment for clients that encourages individual growth, health, and safety.
* As needed, assist Court Advocate in providing information, accompaniment, Victim Compensation assistance and other court advocacy duties.

Skills:

* Friendly and patient personality
* Able to follow instructions
* Neat & Efficient
* Able to work independently
* Computer/phone skills a plus
* Human relations/social service skills a plus
* Supportive and understanding of philosophy and mission of REACH of Macon County.
* 2 year minimum degree, currently degree seeking, and/or related job experience

While the PT position does not include benefits, all employees, regardless of position, receive one free floating holiday to recognize and honor their birthday. This holiday can be taken at any time with prior approval from the Executive Director.

*The Mission of REACH of Macon County is to eradicate domestic violence, sexual assault, and human trafficking crimes in our community through prevention, intervention, and educational services. REACH also takes affirmative action to ensure equal opportunity for all applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or other legally protected characteristics.*

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