

Job Title: PT and FT Shelter Staff

Reports To: Executive Director

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

Training: 20-hr Crisis Counseling/Dynamics of Domestic Violence and Sexual Assault 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, 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

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.

*The Mission of REACH of Macon County is to eradicate domestic violence and sexual assault in our community through prevention, intervention, and educational services.*