



Abode Services, one of the largest and effective nonprofits working to end homelessness in the Bay Area, is seeking a **Part-time Shelter Monitor** to maintain the health and safety of the residents at the Sunrise Village Emergency Shelter. This is a nonexempt position for about 20-22 hours per week and located in Fremont.

How You Make an Impact:

- Implement Sunrise Village program procedures including front desk reception, greeting visitors and volunteers, and problem solving with shelter participants.
- Inspect facility; sign in participants; enforce shelter guidelines; document resident behavior, needs, and program issues using log book and incidents report; oversee proper chore implementation, clean up and facility maintenance.
- Respond to participants' requests, resolve conflicts and crisis situations.
- Maintain standardized operating procedures, safety of participants, program integrity, and provide a supportive and caring environment.
- Complete participant phone screens, intakes, and exit paperwork.
- Communicate and work cooperatively with all staff and participants in a non-judgmental manner.
- Participate in agency trainings, staff meetings, case conferences, and supervision.

How You Meet the Qualifications:

- High School Diploma or GED required.
- 1 year experience working with individuals and families in crisis and in a shelter setting is highly desirable.
- Strong written/oral communication skills, organizational, and time management skills required.
- Proven ability to work effectively as an individual and part of a team.
- Flexibility with work schedule. Weekends required.
- Willingness to submit to Livescan fingerprinting process and pass background clearances.
- Valid CA Driver's License, auto insurance, clean driving record, and reliable transportation required.

How Abode Appreciates You:

- **Competitive Pay: \$16.39 per hour**
- Dynamic, mission-drive culture and supportive leadership. We support you in supporting others.
- Full Benefits Package: Medical, dental, vision benefits coverage
- Paid Time Off days and Paid Holidays per year (prorated based on 0.5 FTE)
- Voluntary benefits: FSA, EAP, Commuter Checks, Life Insurance, Legal, and more
- 403(b) Retirement Savings Plans
- Professional Development Trainings

Notice: This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. Abode Services reserves the right to change, add, delete, upgrade or downgrade the position as dictated by business necessity at anytime with or without notice.

Abode Services is an Equal Opportunity Employer/Drug Free Workplace