



Abode Services, one of the largest and effective nonprofits working to end homelessness in the Bay Area, is seeking a **Relief/On-call Shelter Monitor** to maintain the health and safety of the residents at the **Sunrise Village Emergency Shelter**.

This is a part-time, nonexempt, temporary position based in Fremont.

How Abode Appreciates You:

- **Competitive Pay Range at 16.39 per hour**
- Dynamic, mission-drive culture and supportive leadership. We support you in supporting others
- Ability to move upward within Abode Services

How You Make an Impact:

- Implement and operate Sunrise Village program procedures including front desk reception, greeting visitors and volunteers, and problem solving with shelter participants
- Clean, maintenance, and inspect facility. Sign-in participants, oversee proper chore implementation, and enforce shelter guidelines. Document resident behaviors, needs, and program issues using log book and incidents reports
- Respond to participants' requests, rendering assistance as possible; respond to and 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 with staff and all participants in a non-judgmental manner; work cooperatively with all agency staff
- Participate in agency trainings, staff meetings, case conferences, and supervision

How You Meet the Qualifications:

- High School Diploma or equivalent required
- Experience working with individuals and families in crisis and in a shelter setting is highly desired
- 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 and willingness to work overnights required
- Willingness to submit to Livescan fingerprinting process and pass background clearances
- Reliable means of transportation required

How to Apply: Please send your resume and cover letter to jobs@abodeservices.org

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 any time with or without notice.

Abode Services is an Equal Opportunity Employer/Drug Free Workplace