



## Job Announcement

**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 permanent position with varied shifts per week and located in Fremont.

Set Schedule  
Sundays 5-11pm  
Mon/Tues 1:30-9:30pm

### 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.
- 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.
- 19 Paid Time Off days and 9 Paid Holidays per year
- Voluntary benefits: FSA, EAP, Commuter Checks, Life Insurance, Legal, and more
- 403(b) Retirement Savings Plans with Employer Match & Contribution Programs
- Professional Development Trainings and Leadership Academy Programs
- Ability to move upward within Abode Services.

*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**