



101 E Market Street  
Aberdeen, WA 98520

## JOB DESCRIPTION

**PROGRAM:** Cold Season Shelter

**TITLE:** Shelter Advocate

**JOB CLASSIFICATION:** Shelter Support Services

**SALARY RANGE:** \$14.98 – 15.43/hour

**DEPARTMENT:** Housing & Community Services

**POSITION TYPE:** Full-time, Hourly, Temporary

**POSTING STATUS:** Open until filled.

**IMMEDIATE SUPERVISOR:** Reports to Shelter Site Supervisor.

**SUMMARY DESCRIPTION:** The **Shelter Advocate** supports persons staying overnight at a seasonal cold weather shelter located in Aberdeen, WA. The shelter supports adults aged 18+, every day between 9 pm and 7am. The shelter operates for five months, from the beginning of November through the end of March. The Site Supervisor's schedule will vary and may exceed 40 hours per week, depending upon program need.

This position plays a critical role in assuring the shelter's efficient operation, working to create the safe environment and healthy culture needed to support successful stays and exits for persons utilizing the shelter.

### FUNCTIONAL RESPONSIBILITIES:

1. Maintains a positive and safe shelter environment.
2. Ensures that the shelter operates effectively between 9 pm and 7 am daily.
3. Provides direct support to persons in shelter.
4. Works closely with CCAP Care Coordinators to refer persons sheltering to other programs and resources.
5. Documents shelter operations and support to individuals.
6. Provides guidance for youth to maintain safe and positive behavior.
7. Maintains program structure and provides clear and consistent expectations.
8. Maintains calm therapeutic presence during escalated situations.
9. Supports Site Supervisor in providing conflict resolution for youth.
10. Reports issues or concerns to Site Supervisor or Shelter Program Manager.
11. Completes incident reports and notifies appropriate parties when necessary.
12. Successfully completes all required training.
13. Participates in staff meetings.
14. Completes other duties as assigned.

### MINIMUM QUALIFICATIONS

1. High School diploma/GED.
2. Professional experience supporting persons who are homeless and housing insecure. Lived experience may substitute.
3. Ability to pass and maintain a background check.
4. Current WA Driver's License and auto insurance. Clear driving record is required.
5. Excellent written and oral communication skills.

### PREFERRED QUALIFICATIONS

1. Bachelor's degree in relevant field.

2. Lived experience successfully navigating from homelessness.
3. Bilingual - English/ Spanish
4. Proficiency in utilizing the Homeless Management Information System (HMIS).
5. Training in Motivational Interviewing and Trauma-Informed Care.
6. Proficiency in Microsoft Office suite.
7. Other cultural competencies that enhance CCAP's capacity to engage and support diversity in client cultures and experience.

**LOCATION/WORKING HOURS:** Aberdeen, WA. The Shelter Advocate will be scheduled 30-40 hours per week, between the hours of 9 pm – 7 am.

This is a temporary, hourly position and is not benefited. This position is subject to pre-employment drug testing.

**It is the policy of Coastal Community Action Program to assure that no individual be excluded from employment or employment opportunities on the grounds of race, color, age, sex, religion, national origin, marital status, or presence of sensory, mental or physical handicap, or Vietnam era and disabled veterans, or be denied the benefits of any of the agency's employment opportunities or delegate or contracted project agency.**