JOB DESCRIPTION

Job Title: Shelter Aide  
Program: Emergency Men’s Shelter  
Reports to: Interim Shelter Manager

Purpose: Shelter-Aides (PT) support the operation of the 40-bed SPCDC homeless men’s facility. The Shelter is operated 24-hours per day, seven days per week. The core responsibility of a Shelter-Aide includes the continued assurance of the safety and security of the residents within the facility.

Duties and Responsibilities:

- Complete daily reports and maintain accurate log book, sign-in sheets, incident reports and other paperwork as assigned.
- Perform security-oriented duties including periodic checks of the facility and surrounding property.
- Operate St. Paul’s Church and CDC switchboard as needed.
- Coordinate Shelter activities with clients
- General operations of the Shelter
- Administer drug and alcohol screenings of residents as required.

Compensation: Commensurate with experience

Qualifications and Requirements

- High School Diploma (GED)
- Valid Driver’s License preferred, but not required
- Bi-lingual preferred, but not required
- Ability to serve as a positive role model and advocate for the residents
- Capable of working effectively as a team player and individually

Please send resume and cover letter to questions@stpaulscdcnj.org