



Job Opening

Sister Nora's Place Advocate

Position Hours: Monday, Wednesday, and Thursday 10:00am - 2:00pm

12 Hours per week; \$14 per hour

Sister Nora's Place provides long-term overnight shelter and case management for up to sixteen women who have experienced chronic homelessness, trauma, and serious mental and physical health impacts. While emphasizing safety and stability, each resident receives case management, life skills training, mental and physical health support, medication monitoring, and daily support groups with the goal of re-establishing their health and independence.

Job Duties:

- Monitor and assist sixteen residents in a fast-paced and dynamic environment.
- Answering the phone, providing information regarding Sister Nora's Place services and local resources for single women experiencing homelessness.
- Cleaning that includes but is not limited to sweeping, mopping, and making beds as-needed.
- Collaborating with all members of Sister Nora's Place staff to provide hospitable, trauma-informed services to our residents.
- Modeling respectful and hospitable behavior toward volunteers, donors, residents, and staff as well as representing Sister Nora's Place professionally at all times.
- Receiving training in other Sister Nora's Place roles to fill in as needed as well as performing other duties as assigned.

Qualities Required:

- Knowledge, comfort level, and ability to work with individuals experiencing various levels of crisis including but not limited to, mental/physical health diagnoses, substance use, domestic violence, etc.
- Desire to work compassionately with women experiencing homelessness.
- Willingness and temperament to work in a fast-paced and unpredictable environment.
- Self-motivated with the ability to work independently under minimal supervision while maintaining strong professional boundaries.
- Ability to bend, lift at least 20 lbs., and go up and down stairs.
- Flexibility and willingness to cover other shifts as needed. Shifts may include day, evening, overnight, weekends and holidays.

Qualifications:

- High school Diploma or equivalent.
- Experience working with individuals experiencing homelessness or marginalized populations.
- Basic computer skills, specifically, Microsoft Office Suite.
- Excellent written and verbal communication skills.

Application Requirements:

- Resume and Cover Letter

To apply, please submit resume to Human Resources, PO Box 13495 Sacramento, CA 95813, fax to Human Resources at 916-446-9376 or email to hr@sacloaves.org no later than **May 15th, 2021**.