



Sister Nora's Place Advocate

Full-time (40 hrs/week)

F, Sa, Sun 2pm – 10pm; Mon, Tues 10pm – 6am

Medical and dental benefits included; \$17 per hour

works weekends and overnights

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. We offer a range of individualized services to residents in our program, including mental and physical health resources, medication monitoring, skill building activities, and support groups. While emphasizing safety and stability, our program staff provide assistance and advocacy to each resident with the goal of re-establishing their health and independence.

Job Duties:

- Monitoring and assisting sixteen residents in day-to-day activities.
- Answering the phone, providing information regarding Sister Nora's Place services and local resources for individuals 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 individualized, trauma-informed services to our residents.
- Representing Sister Nora's Place professionally by modeling respectful, hospitable behavior toward volunteers, donors, residents, and staff at all times.
- 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.

Qualities Required:

- Desire to work compassionately with women experiencing homelessness.
- Knowledge, comfort level, and ability to work with individuals experiencing crisis (e.g. mental and physical health diagnoses, substance use, domestic violence).
- Willingness and temperament to work in a fast-paced, unpredictable environment. Ability to exercise good judgment and respond with appropriate urgency to situations as they arise.
- Self-motivated with the ability to work independently under minimal supervision while maintaining strong professional boundaries.
- Being coachable and receptive to feedback pertaining to professional development.

Qualifications:

- High school Diploma or equivalent.
- Experience working with individuals experiencing homelessness or marginalized populations.
- Experience working in shelters a plus.
- Basic computer skills with proficiency in Microsoft Office and Google Suites.
- Excellent written and verbal communication skills.

To apply, please submit resume and cover letter by email to hr@sacloaves.org or to Human Resources, PO Box 13495 Sacramento, CA 95813 or fax to 916-446-9376 or no later than **November 15, 2022.**