



Sister Nora's Place Advocate

Full-time (40 hrs/week)

Tuesday - Saturday 4pm – 12am (swing shift)

\$20.00 - \$22.00 per hour

Medical and dental benefits included

works weekends and evenings

Sister Nora's Place (SNP) is a program of Sacramento Loaves & Fishes that provides long-term overnight shelter and case management for up to fifteen 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. The SNP Advocate reports to the Program Director and supports all aspects of residents' well-being.

***Note:** This position primarily works the swing shift. This Advocate will be cross-trained and must have flexibility to cover other overnight shifts (10pm – 6am) as needed.

Position Responsibilities:

- Monitoring and assisting up-to fifteen residents with day-to-day activities
- Answering the program 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, cleaning/resetting dorms areas, and other janitorial tasks 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.
- Flexibility and willingness to cover other shifts as needed. These shifts may include day, evening, overnight, weekends and/or holidays.

Required Skills:

- 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, and/or 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 preferred; Experience working in shelters a plus.
- Experience with active listening, de-escalation, crisis intervention, and/or mental health first-aid preferred.
- Basic computer skills with proficiency in Microsoft Office and Google Suites required.
- Excellent written and verbal communication skills.

Physical Requirements:

- Ability to lift up to 45 lbs.
- Ability to sit, stand, walk, bend, twist, squat, and walk up and down stairs on an intermittent and sometimes continuous basis.

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.

Position open until filled.

Loaves & Fishes is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.