

Day Center Support Staff

\$18.00/hour No benefits available at this time

Job Type: Full-Time, Part-Time

Number of Openings: Multiple

Schedule:

6 hour shift

12 hour shift

Job Description:

Are you looking to make a change in your community and serve those in need? Join The Landing MN Team as they open the doors to their new day center to provide a soft place to land for those facing homelessness.

The Landing MN is a small, locally based non-profit organization focused on helping those facing homelessness obtain housing, providing basic necessities, and assisting with legal and medical matters. You will gain hands-on experience working with an in-need population, and get to know the great people who have found themselves in unfortunate situations.

We are seeking a responsible and passionate individual with excellent communication skills and impeccable judgment to join our Day Center Staff. This role will supervise day-to-day operations of the new Day Center in Rochester, Minnesota, with responsibilities such as guest engagement, staff and volunteer supervision, and ensuring all policies and procedures are followed during daily operations. Day Center Staff will report to the Day Center Operations Manager.

Duties and Responsibilities:(The following list is not comprehensive but does highlight major areas of responsibility for this position)

- Facilitate a safe, welcoming environment for our guests, staff and volunteers which includes excellent verbal and written communication skills especially with diverse groups, respecting confidentiality.
- Interacting with donors and supporters, always exhibiting a professional "face" for the organization with visitors.
- Supervise all guest activity, which includes providing basic needs to our clients within the day-center and document narrative in nightly passdown to be shared with fellow staff via staff email.

- Assist with educating/training new staff and volunteers which may include being subjected to frequent interruptions while using excellent interpersonal skills.
- Have basic knowledge with Microsoft Excel, Windows OS, Microsoft Word and be able to document guest data and company data effectively and efficiently.
- Understand and carry out steps involved with sanitizing and organizing various spaces
- Lead with trauma-informed care mindset, acting always with de-escalation and grace as the goal. Will regularly interact with guests who are actively intoxicated, using illegal substances, or are dealing with mental illness.
- Must be able to bend, stand, lift, and move for most of the shift. Will occasionally need to lift as much as 40 lbs. Will walk indoors, outdoors through heat, snow, ice, and uneven terrain.

Qualifications:

- BS/BA degree preferred but not required:
- 1+ year of Social Services or homelessness experience preferred
- Excellent interpersonal, oral and written communication skills
- Complete Ryan Dowd training within first week of employment
- Must be 18 years of age or older

*Ability to pass background check

*We will consider qualified candidates with criminal histories in a manner consistent with the requirements of the State of Minnesota. Please submit a resume, including three professional references to shawna.bowman@thelandingmn.org