

JOB DESCRIPTION

Position: Women's Shelter Support Specialist

Program: Guadalupe Homeless Project (GHP)

Status: Full-time, Non-Exempt (40 hrs/week)

Reports to: Program Director

Payrate: \$21.00-\$22.00

Organizational Background: Proyecto Pastoral was founded in 1986 to empower the community through grassroots projects in education, leadership, and service. Our programs include the Guadalupe Homeless Project (GHP), emergency shelter combined with support services that help men and senior women transition into independent living; IMPACTO, an after school academic enrichment program for K-12 youth and the Aliso-Pico Recreation Center; Early Childhood Education Centers, focused on preparing children 18 months to 4 years old for Kindergarten; *Comunidad en Movimiento*, focused on civic engagement and leadership development; and Promesa Boyle Heights through which a 14-member collaborative of organizations and schools strive to create an educational cradle to college and career pathway for our youth. Proyecto Pastoral serves over 4,000 children, youth and families.

KEY RESPONSIBILITIES:

Shift: Monday-Friday 8 a.m. to 4:30 p.m.

- Provide direct, person-centered support to shelter residents with professionalism and respect.
- Professionally and effectively interact with all shelter residents to promote a welcoming and supportive environment.
- Create, coordinate, and facilitate participant-centered activities for Women's Shelter residents, including games, light physical activities, and arts and crafts, to promote engagement, skill-building, and overall well-being.
- Help maintain a safe, structured, and supportive environment for all shelter residents.
- Manage resident locker assignments and support appropriate use of storage areas.
- Distribute clean towels, blankets, and sleeping bags in accordance with shelter procedures.
- Coordinate dinner pick-up and support meal distribution as needed.
- Support residents' use of shared living and dining areas to ensure cleanliness, safety, and accessibility.
- Respond appropriately to residents' daily needs while adhering to shelter policies and procedures.
- Maintain required Security Guard Card and comply with all safety and security protocols.
- Organize Donations.
- Perform other duties as assigned by the supervisor.

General Proyecto Pastoral Employee Organizational Responsibilities

- Demonstrate enthusiasm for Proyecto Pastoral and a strong commitment to its mission, including its community building vision and founding Jesuit values
- Be an active and positive team member supporting other staff members
- Participate in Proyecto Pastoral events and activities

SKILLS AND ABILITIES

- Knows how to time manage and prioritize
- Compassion: Shelter staff see people during moments of trauma or crisis, when they can be feeling vulnerable or in pain
- Flexible, resilient, self-starter with a good sense of humor.
- Ability to work flexible hours (i.e. evenings and some weekends).
- Ability to speak and write in Spanish
- Must have a valid California driver's license, clean driving record, and access to a car.

EXPERIENCE AND EDUCATION

- A minimum of two years experience working with people in crisis or that demonstrates knowledge of shelter operations and purchasing; preferred experience in Boyle Heights and/or in similar communities.



Proyecto Pastoral at Dolores Mission

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- Experience working collaboratively with diverse staff, program participants and community members.
- Knowledgeable about community resources and counseling strategies
- Ability to motivate others towards achieving goals
- Ability be culturally sensitive and to work in a variety of settings with culturally-diverse clients

Proyecto Pastoral is an equal opportunity employer. **Interested applicants should send resume and cover letter to hr@proyectopastoral.org**