

JOB DESCRIPTION

Position: Security (Weekday)

Program: Guadalupe Homeless Project (GHP)- Women's Shelter (WS)

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

Reports to: Program Director

Payrate: \$18.00-\$20.00

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 12:00 a.m.-8 a.m.

- Security Personnel is required to have a security guard card
- To Professionally and effectively interact with all shelter residents
- Security personnel will maintain a safe environment for all shelter residents
- When necessary conduct a search of client and their belongings upon arrival at the shelter
- Perform routine security checks of shelter facility
- Distribute clean blankets/sleeping bags when needed
- Coordinate breakfast pick-up
- 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

- 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/English
- Ability to problem solve and use de-escalation techniques

Physical Requirements:

- While performing the duties of this job, the employee will be required to sit, talk, hear, and type- at times for extended periods of time.
- The employee will also occasionally be required to stand, walk, and drive.
- The employee will occasionally be required to lift and/or move up to 20 pounds.

EXPERIENCE AND EDUCATION



Proyecto Pastoral at Dolores Mission

135 North Mission Road, LA, CA 90033
Phone (323)881-0018 Fax (323) 268-7228
www.proyectopastoral.org

A minimum of two years experience working with people in crisis or that demonstrates knowledge of security and managing a small site; preferred experience in Boyle Heights and/or in similar communities.

- Experience working collaboratively with diverse staff, program participants and community members.
- Knowledgeable about community resources
- Ability to motivate others
- 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**



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Proyecto Pastoral is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.