POSITION TITLE: Emergency Shelter House Parent
POSITION TYPE: Full and Part Time Positions
REPORTS TO: Programs Manager
COMPENSATION: Hourly rate of pay; dependent on experience

Definition

Under the supervision of the Programs Manager, the Emergency Shelter House Parent is an hourly, and professional position, working during nights, weekends, and holidays. Primary responsibilities include supervising the NPHY Emergency Shelter for at-risk, runaway, and homeless youth, and ensuring their basic needs are met. The Emergency Shelter House Parent’s responsibilities also include supporting the case management team by completing various job functions, including completing intakes, transcribing client case notes and intakes, data entry, and providing a safe environment for the youth accessing shelter services.

EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES

- Supervise youth accessing temporary emergency shelter by ensuring that their basic needs are met (i.e., food, hygiene, clothing, emotional support, etc.).
- Complete initial intake procedures for youth who are accessing the emergency shelter for the first time.
- Remain at the emergency shelter to provide continuous supervision of the youth until the shift transitions to the next house parent staff or case management staff.
- Complete data entry into specified client databases; compile and transcribe (type) completed case notes for data entry; ensure accuracy of all data entry inputted.
- Ensure the safety of the emergency shelter properties and youth by following agency procedures on security measures.
- Maintain clear, clean, and organized case files, logs, documents, reports, and all agency related and confidential materials as assigned to the Emergency Shelter House Parent role.
- Assist NPHY case management team with various office and clerical tasks as assigned.
- Enter, compile, and/or organize data to be input into various reports.
• Transport clients accessing emergency shelter services to and from the Emergency Shelter and the Drop-In Center at the opening or closing of the two facilities.

• Maintain, organize, and complete routine cleaning of the Emergency Shelter to ensure a clean, safe, and healthy space for the youth accessing emergency shelter.

• With assistance and guidance from the case management team, assist various clients with navigating standard online form applications such as Medicaid or health cards by sitting with clients as they complete these processes.

• Provide basic skills training that focuses on education, personal hygiene and wellness, positive coping skills, time management, healthy lifestyle choices, physical health, self-care, cooking, cleaning, and emotional well-being.

• With guidance from the case management team, assist clients in completing tasks for their case plan/exit plan related to educational and employment goals. Some tasks may include assisting clients with their school work, tutoring, submitting employment applications, creating resumes, and more.

• Participate in continued education and training on topics related to working with the homeless and runaway youth population (agency-wide training offered but outside training is acceptable).

• Participate in regular meetings with case management team and house parents to ensure quality of shelter services offered to the most vulnerable population.

• Maintain clear and transparent communication between all case management staff, Safe Place Responders, and Emergency Shelter House Parents by utilizing web-based email and calendars.

• Other related duties as assigned.

Qualifications

• Ability to communicate professionally and effectively both orally and in writing.

• Ability to complete data entry accurately into various systems and reports.

• Ability to drive a motor vehicle, walk, lift and carry items up to 40 lbs., push, stoop, kneel, and stand for long periods of time.
Must be at least 21 years of age, be able to successfully pass a drug-test and criminal background check.
Current and valid Nevada Class C driver’s license.
Proof of acceptable driving record, with a working, reliable, and insured vehicle for transportation.
Knowledge of confidentiality laws and ability to adhere to them.
Able to maintain a high level of professional and ethical standards.

**Education & Experience**

- A minimum of a High School Diploma (or equivalent) required, with strong interest in non-profit, social work, or human service field.
- Education or previous work experience related to emergency shelter and crisis intervention preferred.
- Knowledge/experience working with or in an emergency shelter setting.
- Knowledge/experience working with the general public (customer service oriented).
- Experience working in non-profit or other youth organization settings preferred, but not required.
- Experience working with homeless youth, victims of crime/human trafficking/domestic violence, runaway youth, or youth in crisis is strongly preferred.
- Experience working as a Basic Skills Training (BST) or Psychosocial Rehabilitation (PSR) worker preferred but not required.
- Knowledge of Office Suite programs (Word, Excel), internet, and web based email, as well as software and technology typically found in the workplace.

If you are interested in this position and possess the above mentioned qualifications, please email cover letter and resume to hr@nphy.org, or fax to (702) 313-0216.