



**South
Park Inn**

**helping homeless people,
help themselves**

Job Posting/South Park Inn, Inc.

Part-Time Per-Diem Social Service Aide: Emergency Shelter seeks Social Service Aide for 2nd and/or 3rd shift (includes weekends and holidays), to work with homeless men, women, and children. Bilingual a plus! Salary is \$11.90/hour. Please review job description attached. See Mary Vazquez, Monday-Friday from 7:30am-3:30pm for an application and questionnaire at South Park Inn, Inc., 75 Main Street, in Hartford or email resume to mvazquez@southparkinn.org.

Please no phone calls.

EOE

Street Outreach ■ Emergency Shelter ■ Transitional Living ■ Supportive Housing

75 Main Street ■ Hartford, Connecticut 06106
Tel. (860) 724-0071 ■ Fax. (860) 724-1692 ■ www.southparkinn.org

SOUTH PARK INN
Social Service Aide

Qualifications:

- Experience in human services preferred, particularly direct experience with homelessness.
- Ability to relate to individuals with problems of substance abuse and mental illness.
- Ability to provide supervision and support for clients.
- Available to work nights and weekends. Able to work on any shift and in any program assigned, and to accommodate new scheduling as necessary.
- High school diploma and demonstrated literacy competency.
- Bilingual preferred.

Responsibilities:

1. Relates well to clients and provides supportive environment for them maintains constructive and cooperative attitude toward clients, keeping appropriate professional distance.
2. Works to ensure orderliness and calm during the shift, resolving difficulties in a professional, constructive manner.
3. Takes initiative to handle minor problems on the shift and exercises good judgment in doing so, working independently but seeking supervision when appropriate.
4. Maintains cooperative and positive attitude toward staff.
5. Maintains positive attitude about programs, making constructive suggestions for improvement.
6. Maintains flexibility and deals effectively with changing client needs, changing building conditions, staff shortages or any other unexpected conditions that may arise on the shift.
7. Works with volunteers, donors and other community in positive and helpful way, representing South Park Inn professionally.
8. Helps with meal preparation, serving and clean up.
9. Completes intake of new clients, fills out all information on intake cards thoroughly and accurately, and fully acquaints new clients with their responsibilities.
10. Assists with program activities as needed.
11. Monitors orderliness and routine activities throughout the shift, including frisking, storing client possessions, assigning beds, supervising showers and common areas, phone use, TV, accepting and recording donations, making rounds, dorm checks and all other operational details.
12. Supervises and helps with general cleaning of building.
13. Keeps concise, relevant detailed notes in log of activities, events or incidents during shift, including times and descriptions, and client behavior that may help other staff to work more effectively with clients.
14. At all times seeks to create an orderly, fair and positive atmosphere, diffusing any tensions and solving problems.
15. On occasion assists with simple routine clerical tasks.
16. Performs other duties as assigned by shift supervisor or service coordinator.
17. Presents professional appearance, dressing conservatively, neatly and in compliance with dress code.
18. Behaves ethically in all respects and serves as a role model for clients.
19. Makes sure all routine checks are made throughout the shift, ensuring that alarms are set, and checking all areas such as storage, kitchen and dorms.
20. Is punctual for shifts and meetings, and keeps good attendance, calling out well in advance.
21. As time allows, contributes to program in creative and positive ways.

Relationship:

The Aide is directly responsible to the Shift Supervisor.

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