

S O U T H
S U B U R B A N
P A D S



Transforming lives Building community Changing systems

POSITION: Emergency Shelter Assistant (Daytime Shift)

APPLICATION: Please submit resumes to Stephanie Kidd at skidd@sspads.org

TYPE: Part-time, nonexempt

HOURS: 8-12 hours per week

HOURLY RATE: \$11

SHIFTS AVAILABLE: Various daytime

LOCATION: South Suburban PADS office, 414 W. Lincoln Highway, Chicago Heights

DESCRIPTION: The Emergency Shelter Assistant is responsible for providing a variety of support for a network of shelters that provide meals and overnight accommodation for homeless guests in the south suburbs of Chicago.

REPORTS TO: Emergency Shelter Network Manager

DUTIES AND RESPONSIBILITIES MAY INCLUDE:

- Help wash, fold, bundle and transport sheets as needed
- Help sort, bundle, inventory, store and transport supplies as needed
- Other duties as assigned
- Maintain a supportive and enthusiastic approach at all times
- Promote the mission of South Suburban PADS
- Maintain confidentiality of homeless guests

QUALIFICATIONS:

- Experience working with homeless individuals/families a plus;
- A self-starter that can work independently
- Dependable and flexible
- High School Diploma/G.E.D preferred
- Ability to sit, stand, lift up to 40lbs, and navigate stairs
- Access to reliable transportation
- Clean driving record

South Suburban PADS is an interfaith movement that has been working to prevent and end homelessness. Over the past 27 years, the organization has provided shelter and meals to enable over 17,000 people to survive homelessness. South Suburban PADS ultimately seeks to provide pathways home, and currently helps about 500 people to preserve or access affordable rental homes every year. More at sspads.org.