

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 (Night Shift)

**APPLICATION:** Please submit resumes to Stephanie Kidd at [skidd@sspads.org](mailto:skidd@sspads.org)

**TYPE:** Part-time, nonexempt

**HOURS:** Occasional hours as needed (up to a maximum of 8 hours per week)

**HOURLY RATE:** \$11

**SHIFTS AVAILABLE:** Various days and overnight shifts from 11pm-3am or 3am-7am

**LOCATIONS:** A variety of church locations located throughout south suburban Cook County

**DESCRIPTION:** The Emergency Shelter Assistant is responsible for serving overnight shifts for a network of emergency homeless shelters.

**REPORTS TO:** Emergency Shelter Network Manager

**DUTIES AND RESPONSIBILITIES MAY INCLUDE:**

- Help monitor emergency shelter sites during overnight shifts
- Help prepare bag lunches or breakfast depending on shift
- Help with morning wake up and clean up tasks during morning shifts
- Other duties as assigned
- Maintain a supportive and enthusiastic approach at all times
- Document client Interactions
- 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
- Ability to sit, stand, lift up to 20lbs, and navigate stairs
- Access to reliable transportation

**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](http://sspads.org)