



DAY CENTER SPECIALIST JOB DESCRIPTION

FLSA CLASSIFICATION: Nonexempt

EMPLOYMENT STATUS: Regular, Part-time

SALARY RANGE: \$24-26/per hour depending on experience and education

WORK HOURS: 24-30 hours per week. Days and schedules may vary.

REPORTS TO: Executive Director

SUMMARY

Day Center Specialists are imperative to providing daily access to the Day Center/Shelter and in the provision of resources to guests/clients served by Family Housing and other partners. This position is a shared job position between two different staff members.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Open and close FHN's Day Center in accordance with daily hours.
- Provide support to guest families as needed.
- Coordinate daily cleaning and maintenance.
- Accurately and efficiently complete paperwork and reports and collect data.
- Maintain organized files for reporting purposes.
- Coordinate and maintain correspondence.
- Contribute to overall development of agency's goals and take on other duties, as necessary.

DATA COLLECTION

- Responsible for monthly day center use metric tracking reporting
- Assist with host reports data collection

VOLUNTEER RECRUITMENT AND COORDINATION

- Conduct recruitment and training opportunities to increase volunteer engagement
- Coordinate volunteers to assist with coverage at Day Center: Answer phones, conduct prescreens, set intake appointments, provide resources to inquiries, monitor laundry and day center use
- Develop sign up genius for day center volunteer sign ups
- Continued training with receptionist volunteers on trauma informed care and FHN philosophy
- Develop task list for Day Center management
- Coordinate volunteer appreciation program and event

QUALIFICATIONS/KNOWLEDGE:

- Knowledge or experience with at-risk individuals, including knowledge/experience with issues related to homelessness (mental health, substance abuse, and domestic violence).
- Highly skilled in interpersonal communications.
- Communicate clearly and concisely, both verbally and in writing.
- Knowledge and proficiency with Microsoft Office programs.
- Possession of a valid Colorado Driver's License, have daily access to a motor vehicle, provide proof of automobile insurance and acceptable driving record.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- At least 1 year of relevant experience working with families with children.
- Bilingual in Spanish.
- Understanding of family systems.
- Sensitivity to families in trauma and crisis.
- Ability to communicate clearly and concisely, both verbally and in writing.
- Accomplish assigned workload in a timely manner, meet established performance standards.
- Establish and maintain effective working relationships with other staff, and outside agencies.
- Experience in a nonprofit agency or a public human services agency is preferred.

SUPERVISORY RESPONSIBILITIES

- This position has no supervisory responsibilities.

CONDITIONS OF EMPLOYMENT

- Must possess a valid, current drivers' license and means of transportation for business.

WORKING CONDITIONS

The Day Center Specialist position consists of primarily administrative work, however, requires occasional manual work during events and resource drives.

- Ability to use computers and look at monitors for up to 6 hours per day
- Ability to use hands and fingers and have good manual dexterity
- Ability to sit or stand for up to 8 hours per day
- Ability to stoop, kneel, reach, and bend at the waist
- Ability to walk up stairs regularly throughout an 8-hour shift
- Ability to walk on uneven surfaces
- Ability to communicate professionally via email, phone, text, and social media channels

EEO STATEMENT

FAMILY HOUSING NETWORK provides equal opportunities to all applicants for employment without regard to race, color, religion, creed, sex, national origin, ancestry, age, status as an officer or enlisted members of the military forces, veteran status, disability, genetic information, sexual orientation, transgender status, marriage to a co-worker, hairstyle historically associated with race, or any other protected characteristic applicable under federal, state, and local laws.

AT-WILL EMPLOYMENT

All employment with FAMILY HOUSING NETWORK is voluntary and is subject to termination by you or FAMILY HOUSING NETWORK at-will, with or without cause, and with or without notice, at any time. There is no guarantee, in any manner, FAMILY HOUSING NETWORK will continue your employment for any set period of time.

ADDITIONAL DUTIES

Please note that this job description is not a comprehensive list of activities, duties and responsibilities that are required of this position. Duties, responsibilities and activities may change at any time with or without notice with direction from FAMILY HOUSING NETWORK.

Employee signature below constitutes employee’s understanding of the requirements, essential function and duties of the position.

Employee _____ Date _____