



PRN Women's Residential Care Mentor

Shelter KC is hiring a PRN (as needed) Residential Care Mentor to serve in our Women's Center. Shelter KC is a Christ-centered community serving among the poor and homeless of Kansas City. The Women's Center is a 20-bed residential facility for single, homeless women located near downtown KC. We offer hope and the opportunity for reconciliation and transformation through programs of relief, recovery and reentry, empowering those we serve to reach their full potential.

Primary Job Responsibilities include but are not limited to:

- Monitor the Women's Center Campus, security system, phone calls, entry doors and resident safety; Screen anyone coming into the center
- Encourage and nurture a mentoring community that is peaceful and relaxing
- Ensure client confidentiality
- Maintain physical safety of all clients
- In conjunction with the Clinical Treatment Team, assist with health-care and medical needs of clients
- Process and handle all client emergencies according to policy
- Manage meal times with residents
- Assess and inventory Center's physical needs
- Prepare and monitor the chore schedule
- Transport clients to activities as needed
- Maintain accurate records, data bases, statistical information, and documentation
- Manage the front desk as needed: answer phones, greet and welcome guests, staff, and clients, provide tours, sign in visitors and clients, complete over the phone intakes, etc.
- Perform other duties as assigned and needed

Required Qualifications:

- Minimum 1 year of relevant/similar work experience in social services
- Professing Christian who is active in their local church
- Have a heart and passion for the homeless community
- Have a valid driver's license and clean driving record
- Have experience with cooking meals
- Excellent people skills
- Critical thinking and analytical decision-making abilities
- Good communication skills
- Knowledge of Microsoft Office Suite (Word, Excel, Outlook)
- Organizational skills
- Ability to multi-task and handle potentially stressful situations

Preferred Qualifications:

- Experience working with homelessness, domestic violence, trauma, mental illness, and/or other challenges is a plus

This is a PRN (as needed), non-exempt position with a variable schedule. The schedule will change week to week, but most often be on the weekend. Shifts will be between 4-8 hours at a time and could be day, evening, or night time hours. This position does not offer any benefits.

All staff are required to adhere to and fully support Shelter KC's Mission Statement, Core Values, and Statement of Belief which are can be found here:

<https://www.shelterkc.org/about/employment/>

To apply, please visit <https://www.shelterkc.org/about/employment/>