



Women's Center Residential Care Mentor

Shelter KC is hiring a part-time (16-30 hours) 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
- Process and handle all client emergencies according to policy
- Manage mealtimes 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:

- 1 year of relevant/similar work experience in social services preferred
- 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)
- 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 position. Shifts vary and could be day, evening, or night time hours.

All staff are required to adhere to and fully support Shelter KC's Mission Statement, Core Values, and Statement of Belief which can be found here: <https://www.shelterkc.org/about/employment/>

To apply, please visit <https://www.shelterkc.org/wp-content/uploads/2021/01/Pre-Employment-Questionnaire.pdf>

Job Type: Part-time

Pay: \$16.00 per hour for day and evening shifts.