



Program Title: Woodfin and AHOPE

Job Title: PRN staff Woodfin and AHOPE

Overview:

PRN staff will work when called to fill in for absent employees at Homeward Bound's Woodfin Apartments and AHOPE Day Center. The Woodfin is a hard-to-house project of Homeward Bound's Permanent Supportive Housing program located on Woodfin Street in Asheville. PRN staff are responsible for controlling access to The Woodfin for residents and guests. AHOPE Day Center is the front door to our agency and to the community's homeless service system. AHOPE provides basic services (showers, mail, phone, storage) and staff that work to build relationships that lead people out of homelessness and into permanent housing. PRN staff work with other AHOPE staff to provide basic services to clients experiencing homelessness.

Most importantly, we are looking for individuals that have passion for the work and compassion for all people experiencing homelessness in our community, no exceptions.

Schedule and compensation:

Woodfin Resident Safety Advisor PRN shifts 7 days a week: 7am-3pm; 3pm-11pm; 11 pm-7 am
AHOPE PRN, as needed, 7:30-3:30 M-F

Responsibilities:

Woodfin Resident Safety Advisor PRN:

- The Resident Safety Advisor primarily acts as the face of Homeward Bound at The Woodfin.
- Ensuring only residents enter the building, and reporting necessary information to case managers are the main functions of the Resident Safety Advisor.
- The ability to be empathetic and to speak comfortably with individuals from all walks of life is an important part of the position.
- A strong working knowledge of computers and software such as Microsoft Office and Box, as well as the ability to operate and monitor surveillance software.

AHOPE Day Center PRN:

- Ensure that client interactions are person-centered
- Exercise patience, understanding, and concern for each client's well-being, safety, development, and enjoyment of life
- Make referrals to supportive services in our community as appropriate and support client in navigating this process

- Operations of the floor to include, but not limited to: Signing clients in, container runs, vouchers and referrals, crisis intervention

** This job description does not list all of your job duties. Occasionally, your supervisor might request that you perform other reasonable duties in order to most effectively work towards Homeward Bound's mission of ending homelessness.

Application Process: Please send resume and cover letter to Jon@homewardboundwnc.org and Nicole@homewardboundwnc.org

Homeward Bound bases its human resource decisions on objective criteria without regard to any characteristic or condition protected by law. We are committed to a workplace that offers equal opportunity without discrimination based on race, color, national origin, citizenship, sex, pregnancy, sexual orientation, gender identity or expression, age, religion, disability, genetic information/medical history, military/veteran status, or any characteristic or condition protected by law, but not specifically mentioned here.