

DCCH Overnight Coordinator

Part Time 16 hours per week
Saturday and Sunday
11:30pm until 7:30am

**Ability to stay awake and alert
for entire shift is required.**

General job duties:

- Overseeing shelter operations, meals, bed and linen distribution
- Provide overnight supervision to ensure a restful and safe environment for overnight shelter guests
- Providing information and referrals to guests as needed
- Maintenance and upkeep of shelter site
- Maintaining necessary records and reports
- Provide emergency on-call coverage as needed

Education: High School diploma or GED

Experience: Some Human Service Experience, which may include sensitivity to homeless, mentally ill, low income and other needy populations

Other: Ability to work independently, yet as part of a team. Home telephone required. Valid NYS driver's license!

Please send letters of interest to:

Todd Weir

Hillcrest House/DCCH Program Manager

tweir@hudsonriverhousing.org

Date posted: 03/04/10

No phone calls please