



Night Shift Coordinator - Job Posting

St. John's

Green Bay, WI

Updated: August 10, 2020

Apply Here: <https://www.stjohnhomelessshelter.org/nightshiftcoordinator/>

St. John's is seeking an individual who has a desire to serve our brothers and sisters experiencing homelessness or at risk. This role's primary focus is on providing support, care, and safety for our Shelter guests, while overseeing staff in the completion of overnight duties to help make the start of a new day successful for guests and staff alike.

Who are we? St. John's is a faith-based nonprofit organization focused on honoring the dignity, restoring hope, and creating lasting change for those who are homeless or at-risk of homelessness in the greater Green Bay area. Our family of employees feel called to create lasting change. Founded in 2005 as a group of churches seeking to offer shelter to those who would otherwise be on the streets, St. John's has grown tremendously while remaining true to our original mission. Today, there are three distinct campuses/programs (St. John's Shelter, The Micah Center, and Wellspring) all focused on addressing community and quality of life issues. We are committed to seeing Green Bay change and we strive to be an organization that has a positive, identifiable, long-term impact on those who are homeless or at-risk in our community.

We are looking for someone who:

- Can stay alert and in-tune to potential disruptions and risk within the Shelter and among guests, specifically during overnight hours,
- Can balance carrying out the Shelter's mission to those struggling with trauma, mental illness and chemical dependency with the need to maintain a safe environment and hold guests accountable for their actions. Must be able to make difficult decisions regarding guests' eligibility for Shelter.
- Can effectively communicate corrective behavior needs, actions and consequences to staff and guests in a clear, positive and discreet manner.
- Can establish and maintain professional boundaries with guests, volunteers and co-workers.

Our Mission, Vision, Values:

- **Mission:** To honor the dignity, restore hope and create lasting change for homeless and those at risk in the Green Bay area.
- **Vision:** Through a spirit of familiarity, rapport, and trust, each person will leave better than they came.
- **Values:**
 - Justice – We will act justly, love mercy, and walk humbly.
 - Integrity – We will strive to do what is right in the eyes of God and others.
 - Compassion – We will carry one another's burdens.
 - Servant Leadership – We will use whatever gifts we've received to serve.
 - Humility – We will value others above ourselves, looking to the interest of others.
 - Love – As we have been loved, so we will love one another.
 - Family – We recognize we form one body and belong to one another.
 - Hope – We will fix our eyes not on what is seen but on what is unseen.

411 St John St.
Green Bay, WI 54301
920.436.9344

700 E Walnut St.
Green Bay, WI 54301
920.617.8700

413 Dousman St.
Green Bay, WI 54303
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Essential Functions:

- Provide advocacy and support for Shelter guests.
- Assign and monitor completion of staff duties, assist in the prioritization of tasks, offer help and guidance and explain any needs for corrective behavior.
- Ensure thorough and accurate guest intake, record keeping and data entry for the Shelter.

Responsibilities:

- Ensure readiness of kitchen volunteers in the morning, guest completion of chores and readiness of Shelter for daily close at 9:00am or 6:30am respectively.
- Complete thorough and accurate guest intake, guest notes and daily log/form review. Ensure readiness for on-site visits by area service providers. Work closely with other staff regarding guest concerns. Notify Shelter Manager of concerns or issues requiring additional attention.
- Accurate and timely collection of Shelter and guest data and documentation on a daily and monthly basis, including WISP and monthly cumulative reports.

Qualifications:

- Associate Degree with experience in supervision. Bachelor's degree in related field a plus.
- Minimum of 2 years' experience in a similar Human Service field and community resources preferred.
- Familiarity working with individuals experiencing following issues: mental health, substance abuse, safety, security, low income and/or homeless populations, and health care.
- Bilingual in English/Spanish strongly desired
- Excellent computer skills, capable of data entry and navigating multiple operating systems.

Position Details: This position is a full-time, benefit-eligible, overnight position which requires employee flexibility in working weekends and holidays to make him/herself available to support staff. Typical hours are 12:00am to 9:00am during Shelter season (Nov. 1 – April 30) and 8:30pm to 6:30am during Summer Safe Sleep (April 30 – October 31).

Benefits: Health Insurance (employee funded HSA, employer funded HRA), Life & Disability Insurance, Retirement with employer match, generous PTO/Holiday program (with premium holiday pay on holidays worked), voluntary dental and vision insurance.

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