



Seasonal Support Staff - Job Posting

St. John's

Green Bay, WI

Updated: August 10, 2020

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

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 to provide direction and services to guests, staff and volunteers.

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 take initiative to anticipate and address guest needs and issues,
- Can treat all guests, volunteers, co-workers and supervisors with respect and dignity, demonstrating a positive attitude,
- Can effectively deal with a variety of human behaviors; be able to verbally defuse negative situations,
- Can communicate expectations and consequences to guests in 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
920.857.9587



Essential Functions:

- Provide advocacy and support to Shelter guests from diverse backgrounds and with diverse abilities.
- Provide a safe, healthy and efficient environment and facility.

Responsibilities:

- Assist with guest records, agency appointments, guest work schedules, medication(s), wake-up calls and compliance with Shelter rules,
- Perform general Shelter duties (i.e. filling donation requests, cleaning, completing laundry) as needed,
- Record incident reports, neighborhood concerns and guest concerns and report significant guest information to Team Lead, Case Management and other staff as appropriate,
- Complete all Shelter forms, logs, surveys and records accurately and timely with minimal direction,

Qualifications:

- High School degree, Safety or security training desired
- Experience working with 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 seasonal position which requires employee flexibility in working weekends and holidays. Shelter is open daily from 4:00pm to 9:00am during Shelter season (Nov. 1 – April 30).

Benefits: Retirement plan available.

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