



## Seasonal Security Staff - Job Posting

St. John's

Green Bay, WI

Updated: July 26, 2021

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 for the safety of all guests, staff and volunteers. Secondary focus is as Support Staff.

**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 serve those in need with compassion and respect. 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 (St. John's Shelter, The Micah Center, and Wellspring), as well as a presence at St. John's Park through our ENGAGE program. All are 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,
- Can proactively take charge of situations and exercise appropriate judgment in crisis situations, including the physical ability to intervene in critical or emergency situations.
- Can balance both the need to carry out the Shelter's mission to those struggling with trauma, mental illness and chemical dependency along with the need to maintain a safe environment., holding guests accountable for their actions.
- Can 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.
- Can effectively engage and build rapport with guests, while maintaining 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.

411 St John St.  
Green Bay, WI 54301  
920.436.9344

612 Stuart St.  
Green Bay, WI 54301  
920.617.8700

413 Dousman St.  
Green Bay, WI 54303  
920.857.9587



- 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.

**Essential Functions:**

- Maintain and promote a safe and welcoming Shelter environment for all guests, staff and volunteers who walk through the doors of St. John's,
- Serve as a voice of encouragement, a coach and an advocate to individual needing hope and support in moments of crisis.

**Responsibilities:**

- Routinely check internal and external premises of buildings in all weather conditions; ensure an accurate knowledge of who and what is in the building throughout shift.
- Conduct thorough background checks, searches, data entry and maintain supervision over the Shelter's security cameras.
- Screen for eligibility and appropriateness at the door.
- De-escalate potentially threatening situations.
- Collaborate with law enforcement when necessary, ensuring a positive and supportive working relationship between key players in critical moments.

**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 preferred.
- 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 4:00 pm to 9:00 am during Shelter season (Nov. 1 – April 30), with shifts available in the 4 pm to 12 am and 12 am to 9 am time slots.

**Benefits:** Retirement plan available.

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