

Job Opportunity at Centre Safe

Overnight Weekend Shelter Counselor

Part-time, \$15.00 per hour

The part-time Overnight/Weekend Shelter Counselor provides empowerment-based direct services for residents in the Sylvia Stein Shelter and via hotline.

Primary responsibilities will include:

- Assist with the provision of services including: advocacy, crisis counseling, emergency financial assistance, follow-up counseling, in-person information and referral, case management, hotline, shelter/safe house, support groups, and information and referral.
- Maintain physical aspects of the shelter and safety/security of the building, including monitoring the electronic security system, basic upkeep of the shelter, and implementation of shelter guidelines
- Maintain current and accurate records

Successful candidate will have:

- Must successfully complete the Centre Safe Counselor/Advocate Training post-employment
- Experience working in human or residential services preferred
- Computer proficiency at a basic level including the ability to conduct website searches, navigate through programs, perform data entry, and use common word processing, email, calendar, and spreadsheet programs (Microsoft Office programs preferred)
- Must have access to reliable means of transportation
- Ability to interact professionally with diverse groups of individuals

To be considered for employment, please submit resume, cover letter, and three references to:

Centre Safe
Hiring Committee
140 W. Nittany Ave.
State College, PA 16801

or employment@centresafe.org

Incomplete submissions may not be considered. Review of resumes will begin immediately. Resumes will be accepted until **June 9, 2022**, or until the position is filled.

Centre Safe is an Equal Opportunity Employer and is committed to the development of a diverse workplace.