

THE SALVATION ARMY HOMELESS SHELTER

Position Name: Shelter Volunteer: Part Time
Position Location: 530 N 6th St, Springfield, IL. 62702
Responsible to: Shelter Manager, Shelter Director & Corps Officer

Send cover letter and resume as email attachments to: Archie_Ford@usc.salvationarmy.org
Contact: Archie Ford/Shelter Director Telephone: (217)525-2196 Fax: (217)525-2197

The Salvation Army's Emergency/Transitional Homeless Shelter is open 24/7. We have 40 beds housing single men and women. The Salvation Army has offered this shelter for the past 22 years. We strive to meet each individual's needs, assisting them to move off the streets, receive counseling, receive training and to find a job. We also house some parolees from the Illinois DOC. With our guidance, these men and women can find employment, learn how to budget and find their own apartment. TSA assists with clothing, job skills, resume writing and job placement. Over the past 4 years, we have assisted over 400 people find employment and move off the streets.

In this position a student could increase their knowledge in the following areas:

Personal

1. Explore and better define thoughts and feelings about specific populations, such as disabled, addicted, veterans, homeless, or previously incarcerated.
2. Evaluate possible new professional areas of interest you may wish to, or not wish to, explore after this placement.

Not-for-profit operations

1. Learn goals of Salvation Army programs and how they are implemented. This will include:
2. Not-for-profit funding sources and fund raising methods

Inter agency cooperation

1. How agencies who work with the same populations and individuals work together to provide needed services for the client. (DOC, Capitol Community Health, Mental Health, VA)
2. To understand the spans and limits of community agencies for clients and explore additional programs for unmet needs.

Client services:

1. Learn proper documentation skills to describe risk factors, strengths, goals, barriers and other required record keeping. (nomenclature)
2. Gain experience in team work with the clients balancing boundaries and encouragement.
3. Learn to recognize manipulative behavior and how to limit its impact.
4. Learn to observe and reinforce positive behavior and redirect negative behavior from residents.
5. Learn/ understand the basic treatment concepts for alcoholism, drug abuse, and depression.

Summary of Duties:

Under the supervision of the Corps Officers and Shelter Manager, the Shelter Caseworker volunteer would assist in meeting the needs of the residents of The Salvation Army Homeless Shelter, both emergency and transitional, according to the prescribed policies of The Salvation Army.

Qualifications:

Personal:

- Must be in good health, and be physically and mentally able to carry out the assigned duties in the working environment.
- Must be well groomed and demonstrate a high degree of personal hygiene and adhere to the required dress code.
- Must be able to speak and understand English competently, and to understand written and oral instructions.
- Must have the ability to carry out lifting, bending, stooping and stretching.
- Must demonstrate the ability to maintain harmonious relations with clients, staff and volunteers.
- Must be able to take responsibility and carry out duties with a minimum of supervision.
- Must be aware of and support the Mission Statement of the Salvation Army and respect The Salvation Army's spiritual beliefs and philosophy of service to others.
- Must ensure that all information about clients/staff/volunteers/visitors and the centre is kept strictly confidential.

Education / Experience:

- High School Diploma
- Must have a current valid driver's license with a driving record that qualifies for SA fleet insurance plan.
- Must have knowledge with MS Office and internet, etc applications.

Specific Duties and Responsibilities include:

- Screen residents for admissions.
- Conduct random drug testing & Breathalyzer
- Document Shelter activities hourly in the Shelter Log
- Keep Log of Electronic Monitored Residents.
- Monitor all Classes, meetings, and workshops conducted by volunteers.
- All Log Books should be up to date and accurate.
- Perform and document hourly perimeter checks of the Property & Shelter.
- Work cooperatively with other case managers.
- Work as a team player with the other staff members accessing and responding to the needs of residents and outreach clients.
- Meet at least monthly with the Shelter Director.
- Work in tandem with the other case workers to make sure no clients fall between the cracks.
- Ensure that the shelter is clean and safe, meeting all community health and Salvation Army guidelines/policies.
- Promote attendance of residents in the Corps Community Centre activities/programs.
- Assist in raising funds through positive community relations, agency interactions and special events.

Salvation Army Policy: Position descriptions are intended to provide general guidance as to the scope and responsibilities of the position described. They are not intended to limit the scope of the duties of the position.

Hours: Up to 20/wk Term: All Unpaid Experience