



## **DESC Job Description - Page 1 of 1**

**OPEN:** June 17, 2009  
**Job Title:** **SHELTER PROJECT ASSISTANT**  
**Salary:** \$30,974 - \$35,090 per year depending on qualifications  
**Union Status:** Not eligible for SEIU1199  
**Supervised by:** Program Manager  
**Hours:** Full-time (37.5 hrs/week), Salaried, Exempt position  
Normal schedule is M-F days, however frequent evening and weekend assignments may occur.

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### **JOB DEFINITION:**

The Shelter Project Assistant provides support to the Shelter Project Manager in day-to-day management of the shelter including activities related to a variety of schedules and calendars, maintaining supplies needed for operations and selected aspects of the Shelter Program.

### **MAJOR DUTIES AND RESPONSIBILITIES**

- Assist Project Manager with program operation tasks as assigned.
- Communicate and coordinate with the facilities team to ensure work orders are entered and addressed in a timely fashion.
- Participate in the on-call rotation with other supervisors and managers to provide consultation, coverage and crisis intervention as needed.
- Coordinate scheduling and orientation of new on-call staff with the Housing Program Scheduler and On-call Supervisor.
- Perform administrative duties including data entry and review, the collection of documents relevant to the project and letter writing.
- Participate in hiring team and training new employees.
- Provide milieu coverage as needed.
- Maintain order and communicate/enforce shelter program rules and policies.
- Actively participate in team meetings and trainings.
- Other duties as assigned.

### **MINIMUM QUALIFICATIONS**

- BA degree in social services or behavioral science. Extensive relevant work experience may be substituted for a degree, plus two years experience with coordination responsibilities.
- Two years experience working with homeless, mentally ill, or chemically dependent adults.
- Strong computer application skills.
- Ability to communicate and work effectively with staff from various backgrounds and disciplines.
- Ability to work effectively with clients displaying a wide range of unpleasant and/or bizarre behaviors. Subscribe to the philosophy of cooperation and continuity across programs and of considerations and respect for clients.

### **APPLICATION PROCEDURE**

**Submit a Cover Letter and Resume to: DESC-SPA, ATTN: Human Resources, 515 3rd Avenue, Seattle, WA 98104, or email in Word document to [hr@desc.org](mailto:hr@desc.org), or fax to (206)-515-1501**

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