



## Shelter Coordinator Job Description

Path Home (formerly Portland Homeless Family Solutions) empowers families with children to get back into housing and to stay there. Our programs include Homeless Prevention, Rapid Re-Housing & Housing Retention, Adult Education, and our Family Village Emergency Shelter. Annually, Path Home provides culturally competent, trauma-informed services to nearly 1,900 kids and parents from over 500 families.

Path Home believes that intentional, systematic racism and oppression are primary causes of homelessness, and we are working to dismantle systems of oppression within our own organization and the community as a whole. We serve a very diverse group of families, and our goal is to have a staff that reflects the diversity of our families.



Organization: Path Home

Job Title: Shelter Coordinator (sunrise team)

Reports to: Sunrise Shelter Supervisor

Job Specifics: Full Time at approximately 38 hours per week. Work schedule is Thursday-Sunday from 10:30 pm-8:00 am.

Compensation: \$21.00/hour. Additional compensation if bilingual in English/Spanish or English/Chuukese.

Benefits: Full health and vision insurance (Providence), and dental insurance (Moda). Option to add family at employee's pre-tax expense. Path Home will contribute an amount equal to 2% of employee's total annual salary into a Simple IRA. Eligible for Employee Assistance Fund and paid Sabbatical after 7 years.

Paid Time Off: Three weeks of Paid Time Off (120 hours) plus one week of Paid Sick Time (40 hours) annually.

Close date: First review of application materials will take place on May 13. Position is open until filled.

*Path Home values diversity in its workforce and is an equal opportunity employer.*

*We encourage people from diverse backgrounds to apply for this position, including people of color, people with disabilities, immigrants, people with lived experience, members of the LGBTQ+ community, and people with criminal backgrounds.*

### Overview:

Path Home operates the Family Village shelter for 17 families with children located in the Lents neighborhood of Portland. Each family gets their own private sleeping space and has access to a variety of common spaces including a library, computer lab, kids play areas, basketball court, playground, picnic areas, and more. Families at the shelter have access to three meals and snacks each day, served in a shared dining room.

Family Village shelter has been designed using trauma-informed design and architecture, which research shows to help people heal from the crisis and trauma of homelessness and can lead to better outcomes - things like shorter shelter stays and greater success moving into housing. Shelter coordinators are the group of staff who collectively work to make Family Village shelter a safe, peaceful, and trauma-informed space for a very diverse group of families who access the shelter.

Family Village has three shelter shifts – day shift, swing shift, and sunrise shift overnight. During each shelter shift, three shelter coordinators are on duty and responsible for maintaining a safe and welcoming shelter environment for families. Work focuses on building relationships, trust, and providing support in order to promote the strengths and capabilities of families experiencing homelessness during their shelter stay. Path Home is a passionate, compassionate, and authentic environment. Our shelters are staffed 24 hours a day, 365 days a year.

#### Specific Job Duties:

- Build relationships with parents and children who are living in shelter so that they have a positive experience in Path Home's Family Village shelter.
- Utilize a strengths-based approach with families as they manage living in shelter, which involves supporting families with communal living, interpersonal conflict, and the stressors of homelessness.
- Hold boundaries and ensure community guidelines are met to ensure smooth shelter operation and provide a safe environment for all families and their children. Communicate intentionally and appropriately with families and staff.
- Facilitate the structure of the day, ensuring that the daily shelter routines are observed.
- Shelter Coordinators will be assigned one of three roles each day - front desk, downstairs/kitchen, or projects. Each role has a checklist that guides the work for the day. Coordinators are expected to complete the checklist for the roles that they are assigned. Roles include keeping the shelter clean, organized, and maintained; working in the kitchen; helping keep the outdoor spaces clean and organized; supporting families in getting ready to apply for housing; etc.
- Ensure that all areas utilized by shelter participants and staff are clean, organized, and left in an orderly manner during and after each shift.
- Assist the Family Village chef in maintaining a commercial kitchen that provides 3 meals a day. Duties may include but are not limited to cooking meals, cleaning, maintaining equipment, sanitizing, etc.
- Initiate and maintain organization and cleanliness in shared shelter areas and workspaces.
- Conduct daily room checks with each of the families in shelter to ensure that families are keeping their spaces safe and healthy.
- Work effectively with the whole Path Home staff; participate in team building, staff meetings, and organizational functions.
- Log daily activities using cloud based software, creating timely and accurate records on services provided.
- Support on-site volunteers to have a meaningful experience. Help them find projects to do while they are volunteering alongside staff.

#### Skills and Abilities:

- Build relationships and interact respectfully with parents and children with diverse backgrounds and lifestyles. This involves directly interacting with children on a regular, daily basis.
- Be compassionate and non-judgmental in responding to families in need. Understand the effects of trauma and how trauma can impact homelessness and poverty.
- Maintain composure and facilitate order in a stressful environment with a particular focus on the stressors of communal living, parenting, and homelessness.
- Must be able to maintain strict confidentiality and boundaries with participants.
- Must be highly collaborative and able to work as a team to problem solve.
- Communicate clearly and concisely with clients and staff with a particular focus on verbal and written communication.
- Use computers and mobile devices to access email, voicemail, texts, and documents stored in a cloud-based system.
- Be able to learn new skills and apply that knowledge to different situations.
- Be flexible in work routine and approach to daily schedule.

- Essential job functions may include bending, stooping, kneeling, squatting, twisting, reaching, pulling, and lifting heavy objects.

Minimum Qualifications:

- Must be reliable and show up to work on time during every scheduled shift.
- Must be self-motivated and able to work on a team collaboratively.
- Experience working with individuals or families experiencing homelessness and a knowledge of local social services is a plus.
- Experience with customer service and crisis intervention.
- Familiarity with computers and software such as Google Suite (G Suite) as well as the ability to utilize computers and mobile devices to access information via the internet is necessary.

To Apply:

Send your resume and cover letter in .pdf format to [shelter-hiring@path-home.org](mailto:shelter-hiring@path-home.org) with your name and the job title, "Sunrise Team Shelter Coordinator," in the subject line. We do not accept calls, unless you are requesting a reasonable accommodation for a disability. To request a reasonable accommodation, please contact Angela McLemore at [angela.m@path-home.org](mailto:angela.m@path-home.org) or 971.378.2997.

## path home values

collaboration • compassion • mutual respect • human connection • equity  
inclusion • accountability • stewardship • excellence • innovation • engagement