



SAN JOSE OBRERO MISSION

Offering Hope • Building Community

Position Description

Title: Residential Aide

FLSA Status: Non-Exempt

Department: SJOM Residential Services

Employment Status: Full-Time

Agency Description and Role

San Jose Obrero Mission (SJOM) is an overnight interim housing facility located on the near Southwest Side of Chicago. SJOM works to end homelessness in Chicagoland by offering men and women 24-hour living accommodations and an individualized program of case management, career coaching, life-skills training, referral, and follow-up services through our Men in Crisis and Women in Crisis programs. Our mission is to provide housing and employment services that lead to self-sufficiency among individuals, primarily serving Latino communities.

The Residential Aide is responsible for staffing San Jose Obrero Mission's front desk operations and oversight of participants, volunteers, and temporary employees during designated hours. This position is responsible for security functions, supervising, and assisting with upkeep and cleaning of program areas, assisting with food preparation, supervising program participants, crisis intervention, log-writing, and conducting or assisting with program activities.

Duties and Responsibilities

- Staff SJOM during designated hours. This includes the facilitation of program participant meetings and planning/conducting program activities.
- Conduct initial intake and orientation to SJOM for new program participants and distribute orientation packets to new program participants.
- Document observations and program activities in the program log at end of each shift. Communicate regularly with Case Management and other staff.
- Enter participant's information in the database per the Case Manager's direction.
- Supervise and assist with the orientation and training of volunteers, interns, and temporary employees during designated hours.
- Able to conduct conflict resolution.
- Maintain the security, cleanliness, orderliness, and integrity of program space during designated hours.
- Staff SJOM kitchen during designated hours.
- Maintain cleanliness of kitchen and pantry on daily basis, per State of Illinois food sanitation guidelines.
- Alert appropriate personnel of the need to order kitchen items such as food and food products, as well as other supplies and office items.
- Oversee and supervise program participants assisting with kitchen duties including food preparation, serving food, and clean up.
- Prepare for, assist, and supervise volunteers who come to prepare and serve food at SJOM.

10/5/17



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- Complete reporting forms related to kitchen functions.
- Assist with providing nutritious meals to program participants in accordance with the menu plan.
- Participate in staff meetings and in staff development opportunities.
- Represent SJOM to visitors and guests.
- Perform other duties as assigned.

Position Requirements

- High school diploma or equivalent
- Proficient in English and Spanish
- Good organizational, team building, verbal, and written communication skills
- Available to work flexible schedule including some nights, weekends, and holidays
- Able to follow instructions for preparing meals for up to 60 people
- Able to clean agency program space
- Able to lift boxes weighing up to 60lbs
- Able to work with homeless individuals of diverse backgrounds and disabilities, including physical, mental, substance abuse, HIV/AIDS, etc.

Training and Experience

- First Aid/CPR training, Mandated Reporter, and Food Handling certifications or willingness to obtain them at employer expense.
- Conflict Resolution training preferred.

This job description is not intended to be all-inclusive. Employee shall perform other duties as appropriate to the position.

San Jose Obrero Mission reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.

Statement of Equal Opportunity:

San Jose Obrero Mission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, ancestry, age, marital status, sexual orientation (including gender identity), military status, disability, language (any language use not related to job duties), or any other status protected by applicable federal, state, or local law.

Application Instructions:

Email cover letter and resume to: sjomjobs@sjom.org