



MERCED COUNTY COMMUNITY ACTION AGENCY
1235 W. Main Street, Merced, CA • (209) 723-4565 • FAX (209) 723-1543
MAILING ADDRESS: P.O. Box 2085, Merced, CA 95344-0085

Carole Roberds
Board Chairperson

Brenda Callahan-
Johnson
Executive Director

JOB DESCRIPTION

SHELTER SERVICES WORKER – PART TIME **HOUSING & SHELTER SERVICES**

DEFINITION: Under the supervision of the Housing Program Manager, manage and supervise clients at the Agency's shelter, and do related work as required. This position may be any shift, including overnight and weekends. This is a non-exempt position.

EXAMPLE OF DUTIES:

- Assist in prep/serving of meals, maintaining and securing order
- Overnight supervision of client population
- Maintenance of showers, restrooms and main areas of shelter
- Provide clerical support including, but not limited to: typing, filing and telephones
- Conduct intakes and assessments; provide information and referrals to other services
- Aid in client assistance plans; maintain confidential client counseling files
- Maintain records of participants and activities
- Prepare daily basic statistical reports

QUALIFICATIONS:

- High School graduate or equivalent.
- Ability to communicate, read, write and follow oral and written instructions in English and able to communicate effectively and professionally with client populations and other staff.
- General keyboarding/computer skills.
- Paid or volunteer experience in working with, managing and providing services to disadvantaged persons preferred.
- Valid California Driver's License and proof of minimum California vehicle insurance.
- Ability to walk, stoop and squat as needed; ability to lift and carry 40 pounds on a regular basis and to sit as much as 75% of scheduled time.

IT IS THE RESPONSIBILITY OF THE EMPLOYEE TO MAINTAIN THE REQUIRED KNOWLEDGE AND ABILITY FOR THE POSITION

SALARY RANGE : Range 52.1 Step 2 \$10.91/HR; UP TO 29HRS / WK

JOB SITE : MERCED

APPLY AT : MCCA, 1235 W. MAIN STREET, MERCED 95340
APPLICATION A MUST

DEADLINE : OPEN UNTIL FILLED

NOTE: POSTMARKS WILL NOT BE HONORED THIS IS NOT A COUNTY POSITION