



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 (for 50 clients);
- Clean kitchen;
- Overnight supervision of client population;
- 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;
- Wand the clients and give physical pat down as needed;
- Sweep & mop dining area, kitchen and bed area;
- Empty garbage cans, rinse garbage cans;
- Clean showers, toilets and sinks;
- Wash and fold towels;
- Sort & fold donations;
- Pick up donations from community partners (Raleys, churches and food bank);

### **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 10- 25 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:** \$11.02 per hour; Range 52.3 step 2; up to 29 hours/week

**SHIFT:** Varies days/shift including weekends

**JOB SITE:** Merced

**APPLY AT:** MCCA, 1235 W. Main St., Merced **APPLICATION A MUST**

**DEADLINE:** Open Until Filled

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