



*Share believes every person counts. Together we pursue a stronger community by building relationships, advocating for equitable access to housing and food stability while empowering every individual to grow and thrive.*

### **Graveyard Support Staff**

Share is one of the largest nonprofits serving the homeless and hungry of Clark County. We operate many programs and staff have room for advancement or diversity in responsibilities. Share has a generous and robust benefit package including 4 weeks of PTO, paid sick leave, a wellness program, a matched Simple IRA and health and dental insurance. We encourage a culture of supportive compassion for our participants, co-workers, and volunteers.

**These positions work the overnight shift. Part and full time and fully benefited.**

#### Job summary

This position is responsible for maintaining a safe and healthy environment in our Lincoln Place housing program and at our shelters. The graveyard support staff is responsible for ensuring the people can have their essential needs met and safety is maintained. In this position staff work with residents who may experience mental health issues; substance abuse and who are either are experiencing homelessness or have previously struggled with homelessness.

#### **Summary of essential job functions and responsibilities**

- Belief in a Housing First Philosophy of Service
- Ability to remain calm, professional and de-escalate emotional situations
- Janitorial duties
- Completing nightly statistical information
- Display strong conflict resolution skills
- Work effectively as part of a team
- Respond to crisis situations, i.e. conflicts, medical emergencies, domestic violence. Evaluate incidents of potential or actual conflict; determine and initiate appropriate course of action. Perform first aid and/or CPR as needed.
- Attend monthly staff meetings, workshops, training, and in-service classes as requested.
- Implement all policies and procedures to operate this program
- Keep current with laws and regulations that impact the homeless and that are relate to and subsidized housing programs.
- Perform related duties as assigned.

#### **Minimum Qualifications**

- Two (2) years' experience with homeless people, chemical dependency or mental health counseling or two (2) years of college level course work with an emphasis in social or behavioral sciences

- Possess or be able to obtain CPR and basic first aid certification
  - Display skill in utilizing Microsoft Office software
  - Have or be able to easily obtain the skills to work with the HMIS database
  - Exhibit the ability to work as a collaborative and productive part of a team
- Physical Demands The nature of the work involves maintaining the safety and cleanliness of the facility. The job requires some activity and the ability to lift and bend repeatedly
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Job Types: Full-time, Part-time

Pay: \$15.00 - \$17.00 per hour