



Title: **Program Aide Roberts Hall**
FLSA Status: **Part-time, Non-Exempt**

Reports to: **Program Manager**
EEO Code: **5**

Overview:

St Vincent de Paul is one of the longest serving social charities in Louisville. We are located in the up-and-coming Shelby Park neighborhood. Through our homeless shelters, supportive housing programs, professional case management services, and retail thrift stores, we provide compassion and hope for people struggling to overcome barriers to self-sufficiency.

Position Summary:

Roberts Hall is a 24-room, long-term program that serves single women 21 years of age or older. Case management is required and available on site for each resident. Each resident has a private room and shares common areas including, two lounges, computer area, kitchen, dining room, bathrooms and laundry facilities. Roberts Hall residents are encouraged to work, volunteer, or go to school at least 20 hours a week, in order to become truly independent. The **Program Aide for Roberts Hall** contributes to the program by assisting the Program Manager with various duties and responsibilities.

Essential Duties and Responsibilities:

- Provide security for center
 - Assist Manager in maintaining schedule to ensure proper office coverage of front desk and building
 - Ensure that the facility and its immediate grounds are safe, clean and orderly by conducting rounds (scheduled and random)
 - Address any security concerns to the Program Manager
- Oversee implementation of house rules and procedures to maintain order and structure of operations. This includes but is not limited to:
 - Delegating and inspecting chores
 - Monitoring sign-in logs
 - Checking for presence of drugs or alcohol
- Manage medication storage and processing in accordance with KY licensure requirements
- Maintain a written log of all activities on each shift
- Work cooperatively with all Staff to sustain program operations and to advise the Program Manager of concerns and needs in a timely manner
- Other duties as assigned

Specific Knowledge, Skills, Abilities:

- CPR and First Aid Training
- Tuberculosis testing once a year
- Ability to maintain professional boundaries with Clients
- Clear, concise handwriting
- Good interpersonal skills
- Good communications skills: verbal, written and listening
- Minimum 2 years sober or 1 year out of SVDP programs, if former client
- Commitment to the mission and goals of St Vincent de Paul

Education, Qualifications, Certifications, Trainings, Licenses:

- High School diploma or GED
- A combination of education, training and experience that results in demonstrated competency to perform the work may be substituted



- Knowledge of 12 Step Recovery Model preferred
- Successfully pass any required pre-employment background and drug screening
- Valid Driver's License

Reporting to this Position: None

Benefits/Additional Information:

In addition to a sense of purpose and pride that comes from serving others, eligible employees enjoy paid holidays, paid leave, paid Life/Short/Long Term Insurance as well as access to SVDP's Section 125 Health and 401(k) Retirement Plans.

St Vincent de Paul will conduct a thorough background investigation as part of its application process. Investigations are not limited to, but will include review and verification of the following: previous employment, character references, motor vehicle reports, personality and aptitude testing, drug screening and a comprehensive criminal background check.

To apply, interested applicants may apply online via www.louisvilleworks.com - or - in person - or - by mailing or emailing a cover letter and resume to:

St Vincent de Paul
HR Director
1015-C South Preston St
Louisville, KY 40203
Email: dflanigan@svdplou.org

Cover letters are appreciated.

St Vincent de Paul is an Equal Opportunity Employer and absolutely committed to diversity. (M/F/D/V)