



We house, feed, and support those in need with compassion and dignity.

Job Posting

Title: **Program Aide – St Jude Transitional Shelter**
FLSA Status: **Part and Full time, Non-exempt**

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

Overview:

St. Vincent de Paul Louisville 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, community kitchen, supportive housing programs, professional case management, clinical services and retail thrift stores, *we house, feed and support those in need with compassion and dignity* on the path toward self-sufficiency.

Position Summary:

The St. Vincent de Paul Program Aide contributes to the Program by assisting the Manager with various duties and responsibilities.

Essential Duties and Responsibilities:

- Provide security for the center
 - Assist Manager in maintaining schedule to ensure 24-hour 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, principals, and procedures to maintain order and structure of operations. This includes but is not limited to:
 - Assisting and support safety and security of clients and guests
 - Monitoring sign-in logs and front desk
 - Building monitoring (inspecting, watching surveillance, monitoring who enters and exits building, etc.)
 - Some maintenance and constant upkeep of the building
 - Minimal prepping and serving delivered food daily
 - De-escalating client conflict and referring to CM
- Manage and dispense supplies
- Maintain a written log of all activities on each shift
- Work cooperatively with all St Jude 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
- 1 year out of SVDP programs, if former client

- Commitment to the Mission, Vision and Values of St. Vincent de Paul Louisville

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 Trauma Informed Care
- Successfully pass any required pre-employment background and drug screening

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 Louisville 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 and credit check.

Apply online: www.svdplou.org

Email cover letter and resume to: mtull@svdplou.org

Apply in person:

St. Vincent de Paul Louisville
1015-C South Preston St
Louisville, KY 40203

Mail cover letter and resume to:

St. Vincent de Paul Louisville
Attn: HR Director
PO Box 17126
Louisville, KY 40217-0126

Cover letters are appreciated.

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