



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

### Job Posting

Title: **Program Aide – VA Program**

Reports to: **Sr. Program Manager**

FLSA Status: **Part-time, Non-exempt**

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 monitoring for the building
  - 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 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 the 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
- 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; Passion for helping the homeless

#### 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

**Reporting to this Position:** None

**Physical Demands/Effort/Work Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is regularly required to stand, walk, sit, use hands and fingers, and reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The job may be performed in areas/neighborhoods that could be considered threatening.

The requirements listed are representative of minimum levels of knowledge, skills, and/or abilities. This position description is not meant to imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and duties requested by the supervisor. This job description is not a contract for employment. It does not alter or affect the “at-will” doctrine adhered to by St Vincent de Paul.

**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 comprehensive criminal background and credit check.

**Apply online:** [www.svdplou.org](http://www.svdplou.org)

**Email cover letter and resume to:** [mtull@svdplou.org](mailto:mtull@svdplou.org)

**Apply in person:**

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

Cover letters are appreciated.

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