

EMPLOYMENT OPPORTUNITY

● House Supervisor for Pregnant Adult Women’s Shelter ●

● Phase Two – Birthing & Parenting Clients ●

Los Alamitos, CA

Reside on premises in furnished 1-bedroom/bathroom unit, including utilities, washer/dryer, WiFi and meals.

Hours on duty: Monday - Friday ~ 4:00pm to 9:00am / Saturday & Sunday 10:00pm to 9:00am

Monthly salary: \$1,400 - \$2,000

Responsibilities:

- Oversee operation of the 12-bed, two-story Transitional House (Phase Two), including menu planning, maintenance, supply management and program support.
- Uphold house policies.
- Provide orientation, guidance and conflict resolution to residents.
- Assist clients in meeting goals available for moving to Single Parenting units (Phase Three).

Required Skills/Abilities:

- Effectively communicate.
- Maintain a teamwork mindset.
- Exercise critical thinking, self-regulation and uphold boundaries.
- Exhibit compassion, empathy and patience, even when enforcing rules.
- Train and oversee residents in meal preparation and household chores.
- Develop relationships with the vulnerable homeless population.
- Climb stairs at two-story facility and lift/carry up to 40 lbs.

Education/Experience/Employment Readiness:

- Basic knowledge of MS Office.
- CPR trained (helpful).
- Valid California Driver’s License/ID.
- Vaccinated for flu, pertussis, mumps and measles.
- Pre-employment physical, TB test (current results); doctor’s clearance to work.
- Live Scan required with results furnished prior to date of hire.
- Drug screen panel, at acceptance of position.

Please send resume to: kathy@preciousliveshelter.org