

## **EMPLOYMENT OPPORTUNITY**

### **● House Supervisor for Pregnant Adult Women’s Emergency Shelter ●**

**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:** \$1,200 - \$1,600

**Responsibilities:**

- Oversee operation of the six-bed, two-story Emergency House and pantry, including menu planning, maintenance, supply management and program support.
- Uphold house policies.
- Provide orientation, guidance and conflict resolution to clients.
- Assist clients meeting goals necessary for moving into Phase Two of our program.

**Required Skills/Abilities:**

- Effectively communicate.
- Maintain a teamwork mindset.
- Exercise critical thinking, common sense, self-regulation and uphold boundaries.
- Exhibit compassion, empathy and patience, even when enforcing rules.
- Train and oversee clients 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](mailto:kathy@preciousliveshelter.org)