



# IF WE BUILD IT...

# THEY WILL BE WARM

ANNOUNCING THE AUGUSTA OVERNIGHT EMERGENCY WARMING CENTER

## JOB OPENING: Augusta Overnight Warming Center Overnight Staff

The Augusta Overnight Emergency Warming Center is a new collaborative initiative born out of the need for a local low-barrier safe place for individuals who are unhoused during the coldest months of the year. The Center will be housed at South Parish Congregational Church in Augusta, Maine, operated by paid, trained staff, and supported by an Advisory Team made up of social service providers. The Center is due to launch November 1<sup>st</sup>, 2022 and will be open 7 nights a week from 7pm – 7am through April 30<sup>th</sup>.

The Center is seeking individuals to join the awake overnight team who will oversee nightly operations throughout the shift to maintain a welcoming safe place that protects guests, volunteers, and staff. The ideal candidates will have experience engaging in positive and healthy ways with individuals experiencing homelessness, substance use disorder, domestic violence, mental illness, or re-entry after incarceration. The most successful candidates will demonstrate a balance of compassion and logic. Specific training will be provided.

### Specific Responsibilities

- Remains awake and alert throughout the entire shift.
- Supervises facility activities to ensure safety of guests, staff and volunteers.
- Enforces community expectations uniformly and consistently.
- Conducts intake and orientation of guests.
- Manages opening and closing duties including distributing and setting up sleeping supplies at night and cleaning up and re-collecting the previous night's sleeping supplies in the morning.
- Responsible for maintaining accurate guest records and nightly logs both manually and using web-based and/or computer programs. Reviews past logs to remain knowledgeable and up to date on guests.
- Respects strict code of confidentiality regarding guests and fellow staff members at all times.
- Responds appropriately to needs and crisis situations, such as mediating basic interpersonal problems between guests and contacting emergency personnel if necessary.
- Provides advocacy, information, and referral services to guests when appropriate and within the limits of the position.
- Assists in maintaining the facility in a clean, sanitary, and safe condition.
- Responsible for knowing and following the Warming Center's policies and procedures.
- Works as a team with other colleagues and volunteers on shift.
- Attends staff meetings and training.
- Represents the organization professionally at all times.

## Desired Core Competencies

- **Reliability:** Is present for work as scheduled, arriving and leaving on time and taking breaks in expected time frames.
- **Composure:** Is not knocked off balance by a crisis; is cool under pressure; is considered mature; can be counted on to hold things together during challenging times.
- **Communication:** Is good at focused/active listening; expresses themselves clearly in conversation; is able to be assertive; is able to write clear and succinct notes.
- **Integrity and Trust:** Responds to situations with consistency and reliability; maintains confidentiality; practices direct, honest, and transparent communication.
- **Interpersonal Relationships:** Maintains exquisite boundaries; is self-aware; relates well to all kinds of people; builds appropriate rapport.

## Qualifications

Education or equivalent experience working with those who are unhoused, experiencing poverty, mental health and/or substance use disorder. Individuals with lived experience are encouraged to apply.

These are seasonal positions with a start date of mid-October for training and running through the end of April. Rate of pay is \$20 per hour. We are looking for multiple staff to collectively cover 7 nights each week. Six-hour shifts and twelve-hour shifts are available.

To apply, please send an email to [keepaugustawarm@gmail.com](mailto:keepaugustawarm@gmail.com) to receive application materials.