Client Care Worker:

Provides direct care, guidance, and supervision to residents and clients of homeless shelter; assists in oversight of homemaking and routines of daily living at shelter; fosters positive socialization and interaction among residents; provides informal counseling; carries out record keeping; participates in supervisory, training, and staff meetings as required; Carries out any other assignments as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develops good relationships with residents and contributes to the development of a positive atmosphere in the program.
- Assists shift supervisor in carrying out daily routines of program including monitoring daily chores, food service, laundering service, locker runs, leisure activities, etc.
- Accompanies residents as needed to special activities, individual appointments and to and from satellite shelter.
- Listens to concerns of residents and communicates issues and problems arising with shift supervisor, documents information via narratives and other records; provides other reports on shelter as needed.
- Attends staff meetings and in-service training workshops when required.
- Serves as security staff person to insure orderly entrance and exit of residents and to escort out unauthorized and disruptive clients.
- May serve in absence of respective shift supervisor; assists in general maintenance and housekeeping as the need arises.

JOB QUALIFICATIONS—High School diploma/GED with minimum of one year experience in Human Services (experience relevant to residential-type environments). Knowledge of alcohol, drug, and mental health issues, a plus; Valid driver’s license a plus. Able to work shifts and/or weekends. Employment is contingent upon satisfactory results of a criminal background investigation.

To apply for this opening, please email: HRCareers@LiftingUpWestchester.org and attach your resume and cover letter, as a Word document. NO PHONE CALLS PLEASE.