

CHRISTIAN AID CENTER
Job Description: **Community Life Specialist**

Department: Women and Children Services
Reports to: Director of Women and Children Services
Employment Status: Part-time, typically 4-8 pm, on-call

General Description:

The Community Life Specialist provides a warm and friendly presence during the evening hours, while representing the organization and its philosophy. This individual also provides guest support and organizes activities to promote a sense of community. Simplified procedures and administrative tasks are also part of the job scope.

Responsibilities:

- Gets to know and cultivates healthy relationships with guests and takes time to listen to them.
- Keeps order, follows the schedule and promotes a Christian environment within the guest community.
- Plans and encourages guest participation in evening activities.
- Provides needs assessment for after hours walk-ins and shelter referrals.
- Conducts a simplified after-hours intake process—with the support of on-call staff.
- Inputs necessary guest information into database.
- Collaborates with Emergency Shelter Coordinator on establishing case plans and goals for each guest and provides weekly case management as assigned.
- Is responsible for answering the phone, door entry, medication distribution and curfew monitoring.
- Assists in educating the public on homelessness and the specific challenges of women and children.

Knowledge and Skills Needed:

- Capacity to discern the mood/attitude in a room or group of people
- Ability to facilitate groups and activities
- Relational with both adults and children
- Knowledge of chemical dependency, addiction recovery and relapse prevention; is helpful
- Excellent verbal and written skills
- Proficient in documentation, organization and scheduling

Personal Attributes & Values:

- Adheres to the organization's Statement of Faith and Mission
- A pleasant, gentle, grace filled manner toward others
- Must have a desire to help nurture child/parent relationships and the ability to relate to them in a positive manner
- Demonstrated ability to maintain confidentiality, professional boundaries and ethical behavior
- Willingness to be a good team member with other staff

How to Apply:

If you or someone you know is interested in this job, please send a cover letter/email and resume to jwicklund@christianaidcenter.org.

About the Christian Aid Center:

With more than 75 years of rescuing and restoring lives in the Walla Walla Valley, the Christian Aid Center—Walla Walla Rescue Mission (CAC) is one of the first places that hurting individuals seek when in time of need and despair. In 1946, CAC started as a soup kitchen and chapel for men, and in time evolved into a homeless shelter.

Today, while we still address the same basic needs of sheltering and feeding needy men, women and children; we ultimately offer the opportunity for real-life change through long-term recovery programs.

An average of 60 individuals find refuge at our shelter every night, and we provide breakfast and dinner daily for anyone in our community who is hungry—resulting in more than 47,000 meals served every year. Other services include food giveaway, childcare, wellness clinic, barbershop, life-transformation programs, referrals, spiritual encouragement and volunteer opportunities.