

**Come  
work  
with us**

# Night Shelter Advocate - Shift Lead

**Description:**

City Care recognizes that safe, low-barrier shelter for those hoping for a better life for themselves and their loved ones is essential. The Night Shelter opened for people experiencing homelessness on April 6, 2021. We provide a low-barrier on-ramp toward housing by offering a safe, clean bed for our guests each night with access to caring and professional staff. To advocate is to speak in favor of another and we believe that our best advocate role is lived out by being in relationship with those who are working hard to believe in a bright future for themselves.

City Care is searching for the right person with a knack for seeing great potential in others and working as part of a team with the shared goal of motivating change toward that potential. This Advocate will understand the complexity of the intersection of poverty, homelessness, mental illness and substance use for our neighbors experiencing unsheltered homelessness. This Advocate will be well-equipped to lead a team of gritty advocates with vision, perseverance and attention to safety details in our Night Shelter serving families, single women and men on both the evening and morning shifts.

**Responsibilities include but are not limited to:**

Carry out the mission, vision and values of City Care

Know the resources available in the community and develop a network of collaborative partners

Lead staff in efforts to engage guests in receiving services to stabilize their housing

Ensure a team culture of professional hospitality, confidentiality, teamwork and safety among guests, interns, volunteers, staff and collaborative partners

Lead the shift in smooth daily operations and assure that each team member understands their role and completes their assigned tasks

**Eligibility, knowledge, skills, abilities:**

Embodiment of City Care culture.

Understand the complexity of the intersection of poverty, homelessness, mental illness, substance use and recovery.

Ability to reflect recovery principles with a minimum of three years of sobriety.

Skilled verbal and written communication.

Ability to multi-task and handle stressful and complex situations.

Ability to work as a member of a team to accomplish shared goals.

If you have ever lived in a transitional or permanent-supportive housing program you must have a minimum of three years in independent living.

**Requirements:**

Bachelor Degree in Social Sciences or Human Services. Equivalent lived experience will also be considered.

Previous management experience

Previous case management experience

Previous experience working with adults living with disabilities

Ability to use a computer and accurately enter data into a database

Pre-employment background check and drug test

Reliable transportation

**Preferred:**

Professional experience navigating mental and physical health systems, benefits and resources

Previous shelter experience

Behavioral Health Case Manager II

**Days / Hours:** Full-time, Flexibility to cover both shifts: Evenings 5p - 1:30a, Mornings 1a - 9:30a

**Starting rate:** \$17.50/hour

To apply, please email resume and cover letter to [shawn@citycareokc.org](mailto:shawn@citycareokc.org). No phone calls please.

Position will remain open until filled.