



Job Title: CNS (Navigation Site) Aide
Program: Housing and Homeless Services
Reports To: Site Manager
FLSA Status: Non-Exempt
Classification: Full time, All Shifts, On-Call
Wage: \$20.00 per hour

Summary: The CNS Aide is responsible for overseeing, facilitating, and coordinating the activities of clients and volunteers at the agency's Navigation Site. The Navigation Site provides a safe, nurturing environment for shelter (unhoused) individuals and is responsible for the smooth operation of site functions. Must be able to work swing shifts and the Aide may be tasked with laundry duty.

Essential Functions:

- Facilitate the operation of and supervise the activities in a shelter for homeless adults, both male and female
- Greet shelter guests and volunteers, assist with the sign-in process
- Ensure client intake paperwork is, or has been, completed
- Provide crisis intervention and assessment if necessary
- Efficiently document and report shelter activities and incidents to the Shelter Manager

Duties and Responsibilities:

- Assign cleaning tasks to volunteers and/or Shelter residents

- Consistently provide a supportive presence
- Ensure all required postings are in place for every shift
- Account for and distribute shelter supplies, meals, and other agency items
- Attend and participate in staff meetings and trainings as required
- Regularly complete housekeeping duties in the common areas (restrooms, showers, kitchen, etc.); launder shower towels and sleeping bags as assigned
- Other duties as required

Knowledge, Skills, & Abilities:

- Sensitivity to issues of homelessness, substance abuse and mental/physical handicaps
- Effective communication skills
- Experience in crisis intervention desired
- Cooperative, friendly, and helpful attitude
- Computer literate
- Ability to be flexible and maintain an upbeat attitude in a challenging environment
- Willingness and ability to appropriately and effectively enforce behavioral guidelines
- Ability to both take direction and to work autonomously

Minimum Requirements:

- Experience with social services, preference given to those with shelter experience
- Pass a DOJ criminal background check
- Possess characteristics that align with West County Community Services Values - Integrity, Compassion, and Respect for Others
- Reliable transportation

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities and duties. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Americans with Disabilities Act

WCCS has pledged to ensure that employees and applicants have equal access to job opportunities, will not be discriminated against based on having an actual or perceived disability, and will have the same opportunity for employment, promotions, and transfers as those individuals who do not have disabilities. WCCS complies with requests for accommodations under the Americans with Disability Act, including the Amendments Act.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions of this position.

Move, traverse - regularly moves about the site and beyond to communicate and interact with clients and staff

Communicate, exchange Information - must successfully partner with WCCS management and staff via phone, text, or email

Strength, push/pull - regularly moves and/or rearranges Shelter site items, up to 25 pounds

Stationary position - may remain in a stationary position up to 25% of the time

Operate, draft/write, compile - consistently uses a computer and cell phone to communicate

Candidate Name (please print):

Candidate Signature:

Date:

