



Hampton Roads Community Action Program
2410 Wickham Avenue
P.O. Box 37
Newport News, VA 23607

Job Description

Homeless Resource Specialist

PURPOSE OF POSITION: To facilitate HRCAP's Clean Comfort Shower program at the Four Oaks Day Services Center.

SUPERVISOR: Community Services Director

MISSION STATEMENT: To improve lives by providing optimum services and mobilizing resource that strengthen our communities.

VISION: A strong, vibrant community where all citizens are self-sufficient and empowered.

VALUES: Community Action Agencies improve people's lives, embody the spirit of hope, improve communities and make America a better place to live. We care about the entire community and we are dedicated to helping people help themselves and each other.

DUTIES:

- Setup the facility, secure clothing and equipment at end of day.
- Hand out shower accessories and instruct patrons on safety, health and other issues as necessary
- Monitor and escort client to the shower.
- Help ensure that the facility stays clean, sanitary and hazard free.
- Be cordial and pleasant, lending a helping hand to the patrons as needed.
- Ensure that towels and linen are washed, and that clean towels are available for patrons on a daily basis.
- Help Manage the clothes closet, laundry and snack cart
- Assist other agencies, and organizations volunteering to assist patrons as needed.
- Ensure patrons, other agencies, and organizations, and volunteers adhere to program rules and regulations.
- Performing other duties as assigned.

ABILITIES:

- Ability to talk, listen and comprehend people from varied life positions.
- Ability to work alone, as well as on a team.

QUALIFICATIONS:

- Must have an agreeable personality and the ability to work in a fast-paced and intense work situation.
- Have some knowledge of area services, programs, organizations and agencies for the homeless.
- High school Diploma required with one year experience in working with public.
- Job may require long hours standing, and some medium to heavy lifting.
- Be able to get to work on time. Having and maintaining a valid Virginia Operators License would be preferable.



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INFORMATION PRIVACY AND SECURITY: This associate may have access to Confidential Information (CI) and is required to be familiar with the HRCAP's Privacy policy related to the handling of CI, and follow all related procedures required to protect the privacy and security of CI.

CERTIFICATES, LICENSES, REGISTRATIONS

Current state driver's license, proof of current auto insurance coverage, satisfactory driving record and working vehicle required.

PHYSICAL DEMANDS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- SEDENTARY:** Lifting up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers, and files. Walking and standing are required only occasionally
- LIGHT:** Lifting 20 pounds maximum with frequent lifting and/or carrying objects weighing up to 10 pounds. Walking or standing to a significant degree involves sitting most of the time with a degree of pushing and pulling.
- MEDIUM:** Lifting 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.
- HEAVY:** Lifting 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.

WORK ENVIRONMENT

There are no unusual work environment characteristics associated with performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- LIMITED:** General office environment infrequently exposed to extreme atmospheric conditions (temperature, noise, fumes, dust, etc.)
- MODERATE:** Occasionally exposed to extreme atmospheric conditions (temperature, noise, fumes, dust, etc.)
- HIGH:** Frequently exposed to extreme atmospheric conditions (temperature, noise, fumes, dust, etc.)

WORK CONDITIONS

N/A

Salary: Negotiable; Forty (40) hours per week with Benefits.

Application: Qualified individuals should apply at 2410 Wickham Avenue, Newport News, VA., 23607. Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. You can also visit: www.hrcapinc.org to print an application and mail to P.O. Box 37, Newport News, VA, 23607. Also you can email your application and resume to hrcapresume@hrcapinc.org

Closing Date: Applications accepted until filled.

Hampton Roads Community Action Program is an Equal Opportunity Employer