

Morning Assistant

The mission of Northwest Housing Alternatives (NHA) is to create opportunity through housing. NHA is the largest nonprofit developer of affordable housing in Oregon. The Homeless Intervention Services program has been providing support to families and individuals experiencing homelessness for over 30 years.

We are in need of a volunteer to serve as a Morning Assistant who would assist in the morning activities of the overnight warming shelter. The Annie Ross House will provide safe, warm, and a dignified place to get out of the elements for up to five families with children under the age of 18. The shelter will be open in the event of severe weather declared by Clackamas County. This position is needed on an on-call basis from December 1, 2017 until February 2018.

Position Description:

This volunteer position assists shelter staff and other volunteers in waking guests of the shelter and facilitating a smooth exit for the day. This also prepares the space for day services and operation of the overnight shelter for following night. The morning assistant will be contacted by noon on the day of inclement weather if needed for the next morning.

The volunteer must be able to successfully pass a background check and have reliable transportation.

Duties and Responsibilities:

- Arrive at shelter by 6am and be able to stay until 8am at the latest
- Assist in waking guests up starting at 6:30am
- Monitors exit activities to ensure the safety of guests, volunteers and staff
- Attend to individual needs and questions
- Help guests to resolve any issues that may arise
- Provide appropriate information and referrals for community resources
- Prepare space for day shelter services by cleaning kitchen and common spaces
- Distribute hygiene, personal care items and food to guests as appropriate
- Maintain confidentiality

To apply please go to our website at nwhousing.org to fill out a volunteer application. You may also contact badik@nwhousing.org and a volunteer application can be sent to you.