

Night Shelter Host

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.

The Annie Ross House will be operating as an overnight warming center on the occasion that severe weather has been declared. We have a need for volunteers to serve as Night Shelter Hosts. This position will assist with the supervision of the evening and overnight activities for families with children under the age of 18 who are experiencing homelessness. The severe weather shelter will be in operation from December 1, 2017 until February 2018.

Position Description:

This volunteer position assists the Night Shelter Monitor in monitoring the operation of the shelter on a nightly basis and provides assistance and support to families of the shelter. The night shelter host will be contacted by noon on the day of inclement weather if needed for the overnight.

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

Duties and Responsibilities:

- Responsible for assisting in overseeing the shelter from 6:30pm to 6:30am
 - Shifts from 6pm to 10pm and 10pm to 6am
- Spend the night and be alert/awake during full shift (Do not depart prior to 6:30am)
- Greet guests, provide intake and orient to space, services and policies
- Monitors activities of guests to ensure the safety of guests, volunteers and staff
- Assists in waking guests up at 6:30am
- Attend to the individual needs and questions
- Provides crisis intervention as needed
- Helps guests to resolve any issues as they may arise
- Provide appropriate information and referrals for community resources
- Ensure cleanliness of kitchen and common spaces during night hours
- Complete daily reports and maintain accurate log book, sign-in sheets, incident reports and other paperwork as assigned
- 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.