



Job Description:
CAPS Night Stay Shelter Coordinator
for the Coalition Against Poverty in Suffolk

The Coalition Against Poverty in Suffolk, Inc. (CAPS) is a collaborative effort of churches to address poverty on two levels: level 1 - the crisis of an immediate need and level 2 - the underlying causes of these needs. Suffolk churches have partnered to create and fund a central intake center where individuals in need of crisis assistance can take their requests. CAPS provides two main programs: Emergency Assistance and the Night Stay Program. The Night Stay Program is a rotating night shelter during the cold months of the year. The Night Stay Coordinator will be responsible for the Night Stay Program and partners with the Services Coordinators in providing homeless clients with resources and referrals to appropriate services.

Employment Type: Night Stay Season (Oct-Mar) \leq 30 hours/week

This is a Temporary/Seasonal position

Hourly Rate of \$15.00; No benefits

Major Duties and Responsibilities

- **Oversee Night Stay Program**
 - Recruit and train churches to act as hosts and partners of the Night Stay Program
 - Ensure that churches are properly equipped to provide shelter, food and safety for Night Stay guests
 - Provide information about the Night Stay Program to potential guests
 - Enter all guest information into the Homeless Management Information System (HMIS) and work with Services Coordinators on resources and referrals

- **Network and promote CAPS:** Work with Board and Staff to assist in establishing linkages with community resources and local churches through one-on-one networking, group meetings, and public outreach to help form partnerships

- **Provide operational support to the staff**
 - Follow and maintain all CAPS policies, including safety precautions and confidentiality requirements

- **Reporting & Monitoring**
 - The CAPS Night Stay Coordinator reports directly to and is evaluated by the CAPS Director. The CAPS Executive Board functions as the governing board for the CAPS Director.

**Required Skills and Experience**

- A minimum of 2 years of experience in community development, social work or a related field
- Experience working in multi-cultural or cross-cultural settings
- Proficiency in Microsoft Office applications (primarily Excel and Word)
- Excellent verbal communication and people skills; comfortable with teaching and training in large groups
- Ability to work well with a team

Critical Characteristics

- Mature Christian faith, as defined by the Apostles' Creed
 - Deep commitment to care for vulnerable people
 - Strong relational skills; demonstrating compassion and respect for all individuals
 - Excellent networker
 - Self-starter with strong initiative
 - Proactive and creative problem solver
 - Well organized and pays attention to detail
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Interested persons submit cover letter and resume to:

director@capsuffolk.org

Deadline for applications: September 20, 2021