Poverello House

Warming Center Client Services

Position Summary:

Client Services is responsible for providing a safe and welcoming environment for individuals experiencing homelessness who utilize the City of Fresno's Warming Center.

Essential duties and responsibilities:

- Sign geusts in and out of the warming center
- Provide end of shift reports
- Maintain a safe and clean environment for guests at the warming centers
- Set up the warming center(s) to receive guests
- Manage inbound and outbound phone calls
- Attend meetings as scheduled
- Serve meals and/or snacks as provided by the Poverello House
- Client Services may perform repetitive physical activities, including sitting, standing, walking, and reaching.
- Implement enrichment activities when possible
- Complete daily tasks such as cleaning, room and meal prep
- Provide support to case managers as directed
- Other duties, as relevant and assigned by Management

Qualifications:

- Must have the ability to be insured for driving purposes
- Must take a TB test
- Skilled at working with diverse populations and engaging clients
- Ability to communicate professionally and with integrity
- Ability to manage and prioritize multiple tasks under pressure
- Ability to work independently or as a member of a team

If interested in the position, please send a resume to
APaniague@poverellohouse.org
No Phone Calls Please