



## Housing Program Assistant

The Housing Program Assistant position is primarily responsible for the oversight of the smooth running of the residential programs and support of the housing and income efforts of shelter, transitional, and permanent housing residents for Bethlehem Haven.

### Essential Duties and Responsibilities

- Upon shift change facilitates a verbal Crossover with staff. Reviews written Crossover and Roster Call at beginning of shift.
- Accurately completes the following paperwork and HMIS entries: Exits, Intakes and tracking form, daily and nightly crossovers, incident reports, residential and guest roster roll calls, and places the exits and intakes in appropriate staff boxes.
- Uses on-call support to make appropriate decisions for guest and resident related concerns
- Completes proper bag checks as the women come back in for the day.
- Performs intakes when necessary, Assigns bed, locker, linens and personal care items to incoming residents.
- Performs daily room inspections of each resident's room in order to ensure compliance with HUD guidelines.
- Prepares the beds and lockers for the new intakes. Completes sanitizing process for new guests and residents upon program entry and for women bringing new clothing into the building.
- Completes bed bug process as necessary
- Tracks and retrieves belongings of the residents' leaving the program or those returning after suspension. Packs belongings of exiting residents when necessary or as instructed
- Performs drug and alcohol tests as assigned by management or when Housing Program Assistant observe residents who present under the influence
- Facilitates building security, including letting residents and staff into the building (see below for other safety guidelines)
- Enforces Bethlehem Haven's policies and procedures, both for staff and the residents, by adhering to the Process Manual, the Employee Manual, and the Program handbooks.
- Attends to any operational needs as necessary to ensure a clean and safe environment for the residents and staff. Follows the maintenance request process, as needed.

### Requirements:

- Associate's degree in a human service field or prior experience in a human services field.

Salary: \$10.50 /hour

To apply, please submit your resume to Human Resources Generalist, Julia Snyder at [jsnyder@bethlehemhaven.org](mailto:jsnyder@bethlehemhaven.org)