



### **Overnight Program Staff**

All Roads is a housing-focused nonprofit, and Program Staff have the opportunity to play a supportive role for our residents in their trek towards housing.

This position reports to the Program Supervisor.

**Hours:** Full time; 11:30PM-8:30AM, includes some weekend hours

#### **Primary Responsibilities:**

- Work as a team member with other staff and volunteers to maintain a safe, calm and supportive environment for the homeless adults in our community
- Provide information to residents on All Roads programs and other available community resources
- Enforce All Roads policies and boundaries in a consistent manner
- Complete all required shift paperwork and exchange pertinent information with other staff members verbally and in the written communication log
- Handle multiple tasks and work productively in an environment where there are frequent interruptions
- Provide back up if needed, with compensation provided for on-call availability
- Perform duties including resident intake process, answering the phone, answering the door, assisting residents with basic needs, making appointments for residents with in-house service providers, resident storage calls, posting resident messages, taking donations, giving tours, and other duties as assigned.

#### **Qualifications:**

- Desire to work with the homeless population and ability to work in a fast-paced environment
- High school diploma or equivalent preferred
- Ability to remain calm and respond quickly to a crisis
- Willingness to work weekends and holidays
- Requires standing for long periods of time, exchange of communication through various mediums, basic computer skills
- Bilingual/Spanish speakers encouraged to apply
- All Roads is a supportive learning environment with opportunity for upward advancement

#### **Compensation:**

\$23 per hour base pay plus \$4 hourly differential for overnight shift

\$1.50 per hour for bilingual/Spanish speakers

Competitive benefits package: health, dental, life and disability insurance, retirement plan, paid time off, sick leave and ECO Pass.

**To Apply: Send cover letter and resume to Brian Hoim, [brian@allroadsboco.org](mailto:brian@allroadsboco.org)**

All Roads is an Equal Employment Opportunity Employer

Colorado Residents: In any materials you submit, you may redact or remove age-identifying information such as age, date of birth, or dates of school attendance or graduation. You will not be penalized for redacting or removing this information.