

Family Care Worker
Day shift – 9 am – 5 pm

Full-Time

Location: HomeFront Family Campus
Ewing, New Jersey

Summary:

Family Care Workers assist guests with moving in and moving out of our homeless shelter, help coordinate activities and generally manage the health and safety of our new Family Preservation Center. Some tasks are routine, some are interesting and challenging, while others will touch your heart.

Essential Job Functions:

- Conduct initial intake of new residents
- Deliver Trauma Informed Approach
- Transport new residents to facility
- Support families with daily living needs
- Provide guests with a tour of the HomeFront Family Campus
- Maintain client confidentiality
- Ensure the safety and well being of guests
- Collect and monitor medications
- Assist with move-ins/move outs
- Monitor mealtimes and assist with clean-up and food storage
- Ensure families are following house rules
- Set-up breakfast daily
- Conduct daily food count census for each child
- Monitor use of laundry room
- Conduct room inspections
- Drop off and Pick up prescriptions for guests
- Set up meal in absence of Food Service staff
- Remove/transfer of guest clothing in laundry facilities as needed
- Assist guests with retrieving personal items from burner room within 24 hrs.
- Conduct transportation as needed or assigned
- Monitor Teaching Kitchen during special events
- Provide transportation to grocery store in preparation for special events
- Assist with Fire Drills, ensuring all guest are accounted for
- Attend all Staff meetings
- Support Family Care Advocates
- Complete assigned trainings within expected timeframe

Job Competencies:

- Understanding of Homelessness and Poverty
- Crisis Intervention Skills
- Strong Interpersonal Skills
- Problem Solving/Analysis
- Written and Oral Communication Proficient

Technical skills:

- Computer Skills
- Microsoft Office Application Skills

Requirements:

- Associate's Degree or 3 years of Human Services experience
- Valid Driver's License
- Clean Driving Record
- Bilingual skills a plus

Physical Demands:

- Must be able to lift up to 25 lbs
- Must be able to walk, stand and sit for long periods of time
- Must be able to walk up and down several flights of steps
- Job operates in a residential facility which routinely uses standard office equipment
- Exposure to the outdoors and inclement weather is possible

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities and activities may be added or changed as needed.

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Employee Name

Employee Signature

Date