402 N. St. Louis Ave. Chicago, IL 60624 PHONE: (773) 722-1144
FAX: (773) 722-1434 www.breakthrough.org

CAREER OPPORTUNITY

Title: Men's Transitional Housing Program Assistant
FLSA: Non-Exempt (Part-time) On-Call. Minimum 8 hours per week.
Location: 402 N. St. Louis Avenue Chicago, IL 60624

We Are Breakthrough-Adult Service Network

Breakthrough offers a new model for homeless services. We are intentional about treating every person in need with dignity and respect, so they receive much more than a bed to sleep in—they receive the tools necessary to achieve self-sufficiency. Breakthrough's men's and women's transitional housing shelters first aim to meet immediate needs of food and shelter through our kitchens, on-site laundry and showers. Guests then receive on-site primary and mental health care, employment training, and housing search assistance and placement.

Duties include but are not limited to:

- Meet with guests in Transitional Housing Program in partnership with case manager to facilitate transition from crisis to stability
- Enforce all rules and regulations of Breakthrough's Homeless Intervention Program
- Coordinate, cooperate and communicate with other staff, guests and partnering agencies in a positive, effective, and professional manner
- Conduct intake and follow preventative procedures with all individuals entering the facility during the shift
- Provides supportive services to residents as needed/deemed appropriate to support their goals towards self-sufficiency
- Enter participant information into the Salesforce ECM database in a timely matter and update as needed in accordance with Breakthrough Urban Ministries established guidelines.
- Complete required documentation, log, etc. during scheduled shift
- Assign guests chores, provide instruction/education and monitor to ensure task completion
- Conduct bed/room inspections as required
- Supervise shower, laundry

Educational/Experience Requirements:

Candidate must have a minimum of High School diploma or equivalent; some college course work preferred. At least one year of directly related experience or several years of customer service experience. Must have a valid driver's license.

Compensation/Benefits:

In exchange for the above, we offer competitive wages and a comprehensive benefit package including: paid sick time off, group health benefits, free fitness center membership, employee discounts and more.

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To Apply:

Send/email/fax cover letter and resume to:
Breakthrough Urban Ministries
Attn: H.R.
402 N. St. Louis Avenue
Chicago, IL 60624
E: nbedell@breakthrough.org
Fax: (773) 722-1434

We regret that we cannot take phone calls regarding this position. Breakthrough is an Equal Opportunity Employer.

All qualified candidates will receive consideration without regard to race, color, sex, national origin, age, disability, marital status, veteran status, political affiliation, sexual orientation, or any other non-merit factors. If a reasonable accommodation is needed for any part of the application and hiring process, please contact us via the telephone number listed above. The decision on granting reasonable accommodation will be on a case-by-case basis.