

BOSTON PUBLIC HEALTH COMMISSION

JOB TITLE: Fill In Counselor or Per-Diem Staff

SHIFT: Variable, within 24/7/365 hour operation

LOCATION: Homeless Services (All sites)

HOURS: Variable, as needed - No set schedule or guarantee of hours

SUPERVISOR: Coordinator

SALARY: \$12.79 / hour

DUTIES:

Duties vary from site to site. The following is a list of some of the responsibilities that a Fill-In Counselor may have through the course of employment.

With assistance from permanent staff, Fill In Counselors ensure overall safety of clients and environment.

Respond to emergencies and crisis situations according to appropriate policy

Assist in monitoring the daily operation of program / shelter. Duties many include distributing and collect linen, monitoring meals, performing rounds.

Assist clients with daily living tasks as needed and / or requested.

Perform various administrative tasks such as maintaining accurate records (bed registers, bar slips, log notes, answering phones, relaying messages and information).

Transport clients and staff during scheduled shuttle trips following the authorized driver guidelines. Certain programs may require transport of clients to various activities and appointments when authorized and where appropriate.

Search clients for contraband upon arrival at site.

Develop positive professional relationships with clients to facilitate care.

Attend required meetings and trainings.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate of Science Degree, or High School Diploma / GED and one year of related experience.

Experience working with drug addicted clients and HIV infected populations preferred.

Experience working with diverse ethnic, racial and economic populations required.

Prior experience with homeless is helpful.

Able to follow directions and work harmoniously with staff and guests.

Computer literacy preferred. Strong written and verbal skills required.

Valid MA drivers license and good driving record required. Bilingual Spanish/English preferred.

This position requires direct client/patient contact and as a result of such direct contact, certain immunizations will be recommended and/or required prior to commencement of employment duties.

A Criminal Offenders Records Information request must be completed for this position. However, a record is not an automatic bar to employment but is reviewed in relation to the job applied for.

SEND / FAX RESUME TO:

FILL IN COORDINATOR / HOMELESS SERVICES

PO BOX 220648

BOSTON, MA 02122

FAX: 617-534-2548

The Boston Public Health Commission is an Equal Opportunity Employer