



Position Description

Oasis Assistant

The Sharing Center was established in 1986 to serve our community in need with life's basic essentials, and with the mission, through Christ, we provide dignified solutions for those experiencing poverty and homelessness.

Summary:

The Oasis Assistant will help the Oasis Manager at the drop-in center for the homeless. Responsibilities include ensuring all clients entering The Oasis are treated with respect and dignity, and acknowledging client needs as addressed.

Other Responsibilities Include:

- Oversee volunteers
- Stock Oasis with food from the pantry
- Maintain a safe, secure, and healthy work environment by following safety practices and policies, as well as complying with all health and safety regulations
- Communicate openly with staff and volunteers
- Clean common areas, showers, and laundry, and ensure the facility is presentable
- Open and manage the day-to-day operations when Oasis Manager is not present
- Perform other duties as requested or required
- Assist homeless clients with the laundry process

Time Requirements: Full-Time position

Qualifications Include:

- A heart for ministry through The Sharing Center
- Ability to work with minimal supervision
- Ability to handle crises
- Ability to enforce rules and policies
- Ability to effectively engage homeless individuals in a non-judgmental manner
- Compassion, initiative, flexibility, and sound judgment
- Excellent customer service
- Ability to work with volunteers
- Problem-solving skills
- Ability to work as a team

Reports to: Oasis Manager

Physical Demands / Working Environment:

- Stand/walk for long periods without a break
- Stoop, kneel, crouch, crawl
- Lift, pull, push, and carry up to twenty-five pounds
- Able to lift to 40 lbs.

Salary Range: Start \$12.10 / hour

Equal Employment Opportunity:

It is the policy of The Sharing Center to provide equal employment opportunities to all employees, applicants, and clients. The Sharing Center does not unlawfully discriminate on the basis of race, religion, color, creed, ancestry, national origin, citizenship, age, gender, marital status, parental status, sexual orientation, membership to any labor organization, political ideology/affiliation, disability of an otherwise qualified individual, or any other legally protected basis, to the fullest extent provided by federal, state, and/or local law.

All qualified applicants should submit a cover letter and resume to Renee Finegan at renee.finegan@thesharingcenter.org.