

**Job Description:**  
Church Night Shelter Facilitator

The Coalition Against Poverty in Suffolk, Inc. (CAPS) is a collaborative effort of churches to address poverty on two levels: level 1 - the crisis of an immediate need and level 2 - the underlying causes of these needs. Suffolk churches have partnered to create and fund a central intake center where individuals in need of crisis assistance can take their requests. CAPS provides Emergency Relief to those in crisis, and provides a facilitator for the Church Night Shelter Program. The Church Night Shelter Program is a rotating night shelter housed at churches during the cold months of the year. The Night Shelter Facilitator will be responsible for facilitating the program through church identification and training, and partners with the Director and Services Administrators in providing homeless clients with resources and referrals to appropriate services.

Employment Type:      Part-Time; Seasonal – August through February - \$16.25/hour  
                                 August – November: Program Planning and Training (≤ 15 hours/week)  
                                 December – February: Shelter Season (≤ 25 hours/week)

**Major Duties and Responsibilities**

Oversee Church Night Shelter Program

- Recruit churches to act as hosts and partners of the Church Night Shelter Program.
- Train church shelter coordinators and hold regular training meetings as needed.
- Ensure that churches are properly equipped to provide shelter, food, staff, transportation to and from shelter, and safety for shelter guests.
- Provide information about the Church Night Shelter Program to potential guests.
- Promote the Church Night Shelter Program to the community.
- Connect guests to the CAPS staff to assist as needed during their move to permanent housing.
- Provide emergency support to Church Shelter Coordinators.

Public Relations and Networking

- Work with Board members and staff to speak to potential member organizations, partners, media and the public; enhance their understanding of CAPS' role in the community and its mission and services.
- Promote a positive public image for CAPS within the community.
- Establish and maintain relationships with other professional, civic, and private organizations to strategically enhance the CAPS mission.
- Provide input to the Executive Board to support strategic level planning, contribute to policy-making discussions, and support fundraising efforts.

Provide Operational Support to the Director and Staff

- Maintain fluency in client referral services.
- Follow and maintain all CAPS policies, including safety precautions and confidentiality requirements.
- Work with the Director on the financial health and stability of the shelter program.

### Data Retention, Collection, and Reporting

- Create and maintain a database of churches and individuals who are interested in participating. This should include all levels of participation. This resource is VITAL for a smooth Night Shelter season.
- Ensure all shelter guest information is recorded in HMIS database system.
- Attend CAPS Board meetings and Executive Board meetings as requested during the shelter season for reporting.
- Report Point-in-Time Counts and other counts (official regional and state counts) as outlined in the policies of the Commonwealth of Virginia and The Planning Council.
- Stay abreast of the latest resources and deadline dates for reporting.
- Attend Planning Council regional meetings as needed.

### Reporting Lines

- The Church Night Shelter Facilitator reports directly to the Director.

### Required Skills and Experience

- A minimum of 2 years of experience in community development, social work or a related field
- Experience working in multi-cultural or cross-cultural settings
- Proficiency in Microsoft Office applications (primarily Excel and Word)
- Excellent verbal communication and people skills
- Ability to work well with a team
- Excellent interpersonal skills with a desire for unity

### Critical Characteristics

- Mature Christian faith, as defined by the Nicene Creed
- Deep commitment to care for vulnerable people
- Strong relational skills; demonstrating compassion and respect for all individuals
- Excellent networker
- Self-starter with strong initiative
- Proactive and creative problem solver
- Well organized and pays attention to detail
- Flexible

Send cover letter and resume by September 30, 2024 to [info@capsuffolk.org](mailto:info@capsuffolk.org)

## STATEMENT OF FAITH

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*CAPS is a Christian organization that seeks to assist with both financial and spiritual needs. Our staff offers to pray with each client and encourages them to be connected to the faith community. Our volunteers and staff need to be able to support the CAPS mission and vision by sharing a Christian faith. We have chosen to use the Nicene Creed as a standard statement of faith.*

### **The Nicene Creed**

I believe in one God, the Father Almighty, Maker of heaven and earth, and of all things visible and invisible. And in one Lord Jesus Christ, the only begotten Son of God, begotten of the Father before all worlds; God of God, Light of Light, very God of very God; begotten, not made, being of one substance with the Father, by whom all things were made.

Who, for us men for our salvation, came down from heaven, and was incarnate by the Holy Spirit of the Virgin Mary, and was made man; and was crucified also for us under Pontius Pilate; He suffered and was buried; and the third day He rose again, according to the Scriptures; and ascended into heaven, and sits at the right hand of the Father; and He shall come again, with glory, to judge the quick and the dead; whose kingdom shall have no end.

And I believe in the Holy Ghost, the Lord and Giver of Life; who proceeds from the Father [and the Son]; who with the Father and the Son together is worshipped and glorified; who spoke by the prophets. And I believe in one holy catholic and apostolic Church. I acknowledge one baptism for the forgiveness of sins; and I look for the resurrection of the dead, and the life of the world to come. Amen.

By signing this Statement of Faith, I am testifying that I believe in the Nicene Creed and that my personal life is a reflection of my beliefs.

Name (Printed) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **AGREEMENT & SIGNATURE**

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By submitting an application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a staff member or volunteer, any false statements, omissions, or other misrepresentations made by me on an application may result in my immediate dismissal.

Name (Printed) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_