

**Department: Permanent Housing – Gilead House**

**Position: Program Aide – Part Time**

**Classification: Hourly**

**Schedule: Saturday 7:00AM – 5:00PM**

**Sunday 7:00AM – 3:00PM**

**Supervisor: Director, Gilead House**

**Salary: \$15.00 to \$15.50 per hour**

### **About Inspirica**

Inspirica strives to end homelessness and housing insecurity by helping individuals and families achieve stability through support services and affordable housing. We are one of the largest providers of services to the homeless in Connecticut and the largest in Fairfield County.

In FY21, we housed over 500 adults and children in 12 residential facilities, including emergency shelters, transitional, deeply affordable, and permanent supportive housing, and rapid rehousing. Our support services are similarly comprehensive and include vocational training, workforce education, job placement, housing placement, job & housing retention support, early childhood & parenting services, children's services, health care, counseling, case management, and more. Additionally, we provide direct access to mental health, psychiatric and dental care, and substance abuse treatment through a network of strategic partnerships.

We are a results-oriented organization with a caring professional staff and dedicated volunteers who believe in individual human potential, personal accountability, and mutual respect.

### **Gilead House Program Overview**

Inspirica's Gilead House Program (GHP) is a 16-bed transitional housing program for people living with mental illness. The 16 beds include three beds that are part of a jail-diversion program which persons with mental illness who are charged with non-violent crimes can avoid jail as their cases work their way through the court system. GHP collaborates closely with the F. S. Dubois Mental Health Center which is a part of the State of Connecticut Department of Mental Health and Addiction Services. Participants live in single bedrooms throughout 3 floors, each of which has 2 bathrooms, a kitchen, and a common TV room.

The goal of GHP is to successfully transition participants living with mental health illness to permanent housing in the community and to help them sustain this housing indefinitely.

## **Position Overview**

The Gilead House Program requires 24-hour staffing, 7 days a week. The Program Aide reports directly to the Director of the Gilead House Program and covers a weekend shift (part-time Saturdays 7am-5pm and Sundays 7am to 3pm. Shifts may include holidays.

## ***Specific Job Duties***

The Program Aide will report directly to the Program Director.

Responsibilities include:

- Provide supervision of the program facilities and residents in the program for an 8/10-hour shift. Program Aide must remain on the premises throughout his/her shift.
- Familiarity and compliance with all Inspirica policies and the policies of the program.
- Complete log book entries describing activities while on shift and prepare incident and other reports as needed. All reports are to be clear, accurate and complete.
- Conduct hourly rounds of the program facilities to ensure the building is secure and that residents are complying with program rules. Between rounds, monitor the security cameras for the facility.
- Monitor client medication
- Assist in preparing meals with or for residents
- Assist residents with various activities of daily living (ADLs) or chores
- Help maintain the staff offices, bathrooms and building common areas
- Program Aides will be responsible for identifying emergency situations and calling first responders and/or Director to ensure they are handled and reported appropriately.
- Attend staff meetings and meetings with Director as required.
- Consistent and reliable attendance (including in inclement weather) as Gilead House residents must be supervised at all times by staff who are familiar with the residents and the program.
- Driving clients to various medical and other appointments as needed.

## Required Knowledge, Skills, and Experience

The ideal candidate will possess:

- A valid driver's license and good driving record
- High School Diploma
- At least 1 year experience in social services (ideally with the homeless, mental health and/or substance abuse populations, or as a CNA).
- Courteous and professional with the ability to deal with individuals with varying needs and challenges.
- Must have the ability to enforce the building rules in a professional manner, while avoiding conflicts or favoritism among residents, maintaining respectful boundaries, and a personable and welcoming demeanor.
- Willingness to perform all necessary duties during each shift.
- Strong problem-solver who enjoys multi-tasking.
- Strong verbal and written communication skills are required.
- Basic knowledge of Microsoft Outlook and Word are required to complete reports.

Candidates should email resume and cover letter (in Word format) with "Job Title" in the subject line to: [search@InspiricaCT.org](mailto:search@InspiricaCT.org)

***Inspirica is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, disability, race, religion, national origin, gender identity or expression, sexual orientation, marital status, veteran status, the presence of a non-job related handicap, or any other legally protected status.***