



MERCED COUNTY COMMUNITY ACTION AGENCY  
1235 W. Main Street, Merced, CA • (209) 723-4565 • FAX (209) 723-1543  
MAILING ADDRESS: P.O. Box 2085, Merced, CA 95344-0085

Carole Roberds  
*Board Chairperson*

Brenda Callahan-  
Johnson  
*Executive Director*

**JOB DESCRIPTION**  
**SHELTER SERVICES WORKER – PART TIME**  
**HOUSING & SHELTER SERVICES**

**OVERVIEW:** Under the supervision of the Housing Program Manager, manage and supervise clients at the Agency's shelter, and do related work as required. This position may be any shift, including overnight and weekends. This is a non-exempt position.

**ESSENTIAL FUNCTIONS:**

- Assist in prep/serving of meals (for 60 clients);
- Clean kitchen;
- Overnight supervision of client population;
- Provide clerical support including, but not limited to: typing, filing and telephones;
- Conduct intakes and assessments; provide information and referrals to other services;
- Aid in client assistance plans; maintain confidential client counseling files;
- Maintain records of participants and activities;
- Prepare daily basic statistical reports;
- Wand the clients and give physical pat down as needed;
- Sweep & mop dining area, kitchen and bed area;
- Empty garbage cans, rinse garbage cans;
- Clean showers, toilets and sinks;
- Wash and fold towels;
- Sort & fold donations;

**EDUCATION/OTHER REQUIREMENTS:**

- ✓ High School graduate or equivalent.
- ✓ Ability to communicate, read, write and follow oral and written instructions in English and able to communicate effectively and professionally with client populations and other staff.
- ✓ General keyboarding/computer skills.
- ✓ Paid or volunteer experience in working with, managing and providing services to disadvantaged persons preferred.
- ✓ Ability to walk, stoop and squat as needed ability to lift and carry 10- 25 pounds on a regular basis and ability to stand for long periods.

**IT IS THE RESPONSIBILITY OF THE EMPLOYEE TO MAINTAIN THE REQUIRED KNOWLEDGE AND ABILITY FOR THE POSITION**

**\*All JOB OFFERS ARE CONTINGENT UPON COMPLETING A BACKGROUND AND PHYSICAL**

**DEI Statement of Intent:**

At Community Action, we commit ourselves fully to the ongoing work of creating a more diverse, equitable, and inclusive community. We enthusiastically embrace the diversity of Customers, communities and employees and seek to do Whatever It Takes to create places where all people feel welcome, equal, heard and valued. We stand against racial injustice and discrimination of all kinds, including any mistreatment of people based on their race, language, ethnic background, ability, religion, sexual orientation, gender identity, or gender expression. We will make all reasonable accommodations to our policies to be the most inclusive workplace possible. We acknowledge that this is a process and not a destination and will remain committed to regularly evaluate and redefine our Statement and our efforts to make progress.

**SALARY RANGE:** (61.0)

<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
\$16.03	\$16.84	\$17.69	\$18.58	\$19.51

**SHIFT:** Must be available for varies shifts on weekdays, and including weekends

**JOB SITE:** Merced

**APPLY AT:** MCCA, 1235 W. Main St., Merced; <https://www.mercedcaa.com/about-us/employment/>

**APPLICATION** Open Until Filled.

**NOTE:** POSTMARKS WILL NOT BE HONORED

**THIS IS NOT A COUNTY POSITION**