



35 Hall Street, Suite 301
Phoenixville, PA 19460
Ph. 484.393.2407
www.AnnsHeart.org

Position: Staff Member, *Code Blue Overnight Emergency Warming Center*

Employer: Ann's Heart (*Ann's Heart is an equal opportunity employer.*)

Location: Center for Emergency Resources at Ann's Heart (CERAH)
146 Church Street, Lower Level, Phoenixville, PA 19460

Type: Part-Time (Non-Exempt)

Shifts Available:

Monday - Friday: 7:30 PM – 2:00 AM, 2:00 AM to 8:30 AM

Saturday: 2:00 AM – 8:30 AM 5:30 PM – 2:00 AM

Sunday: 2:00 AM – 9:30 AM, 9:30 AM – 2:30 PM, 2:30 PM – 7:30 PM, 7:30 PM – 2:00 AM

Ann's Heart, a 501 (c)(3) non-profit organization based in Phoenixville, PA, is hiring up to eight (8) overnight and day-time staff to operate the Code Blue Overnight Emergency Warming Center (CBC) at CERAH. The CBC is an emergency overnight shelter open to men, women, and children that operates mid-November through mid-April (start and close dates dependent on weather). This is a **seasonal part-time position**, offering between 20-25 hours a week.

Staff members are responsible for overseeing the general operations of the CBC during one of two (2) overnight shifts and for providing a safe, clean environment, supporting, and assisting guests residing in shelter, and documenting any concerns. Shifts are listed above. Up to two volunteers per shift may be provided each night to assist the staff member in opening/closing the CBC, welcoming guests, serving coffee and meals, and helping to monitor guests throughout their stay. Training in nonviolent crisis intervention (NCI,) NARCAN, CPR/AED is required and will be provided Ann's Heart.

Staff responsibilities include, but are not limited to:

- Opening and/or closing the CBC
- Conducting an interior and exterior inspection of the CBC and surrounding property for safety or identifying maintenance concerns
- Setting up cots, setting out supplies, and preparing the CBC for guests (opening)
- Perform various daily cleaning and sanitizing tasks at the CBC
- Supervising volunteers and assigning tasks
- Provide trauma-informed support to guests
- Triage guest questions and direct them to resources as needed
- Conducting intake of guests and providing an overview of CBC services, rules, and expectations
- Maintaining a clean, safe, and welcoming environment for all guests and volunteers
- Providing daily reports of CBC activity to the Program Manager through provided channels
- Completing necessary paperwork in a timely manner
- Attending a weekly staff meeting/call to review the progress of the program
- Attend and successfully complete the following trainings:
(*All trainings are paid for by and provided through Ann's Heart*)
 - General Staff Training
 - First Aid / CPR / AED Training (2-year certificate)
 - Non-violent Crisis Intervention (NCI)
 - NARCAN Training



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Staff members should possess good verbal and writing skills, have reliable transportation to and from the Center (including during inclement weather), and be easily reachable by phone, email, and/or text messages. They will be responsible for their assigned shifts and, should changes be required, will need to coordinate coverage with other staff and the Program Manager no less than 24 hours prior. The position is subject to a monthly performance review. All applicants will be subject to a full background check, including State and Federal criminal history, and child abuse clearances.

Salary: \$15.00/hour Hours: On average 20-25 hours per week

Those interested in applying may find the application online at: www.AnnsHeart.org/apply
Questions? Please email us at: info@annsheart.org

Applicants will not be considered if they have utilized CERAH or CBC services within the past two years.