



JOB POSTING: Housing Assistant – Family Living Center

We are currently hiring for the position of **Housing Assistant** for our **Family Living Center** in Massillon. The **Housing Assistant** must possess the ability to provide leadership and direction for the residents of the Family Living Center Homeless Shelter. The Housing Assistant is required to monitor residents, maintain accurate and complete records, manage crisis situations, and work closely with the Program Manager and Facility Manager to implement shelter and safety procedures effectively and efficiently.

Job Duties include:

- Preparing and cleaning bedrooms.
- Completing curfew and chore checks.
- Completing laundry.
- Organizing storage rooms.
- Receiving and sorting shelter donations and supplies.

Minimum of a high school diploma or GED equivalent is required. Candidates must demonstrate compassion and care for residents while practicing firm boundaries. This is a *part-time hourly* position with approximately 23 hours weekly. The hours do require the individual to work Tuesday, Thursday, Friday and Sunday **evening** hours. The hours would range from 3:00pm – 11:00pm, with flexibility to make up a total of 23 hours.

Interested parties, please send Resumes to: HR@commquest.org. Please include which position you are applying for in the subject line of the email.

We are an equal opportunity employer. All applicants will be considered for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, and veteran or disability status.

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