Job Posting: Housing Assistant – Family Living Center

CommQuest is currently seeking a Housing Assistant for the 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. This is a part time position with the primary work schedule being Tuesday, Wednesday, and Saturday from approximately 5:00pm to 12:00am, with 22 hours weekly.

Job Duties include:

- Monitor residents and manage crises situations.
- Maintain complete and accurate records.
- Implement shelter and safety procedures effectively and efficiently.
- Preparing and cleaning bedrooms.
- Completing curfew and chore checks.
- Completing laundry.
- Organizing storage rooms.
- Receiving and sorting shelter donations and supplies.
- All other duties as assigned.

Minimum Qualifications:

- Minimum of high school diploma or GED equivalent is required.
- Must demonstrate compassion and care for residents while practicing firm boundaries.
- Previous experience in a social services setting is highly desired.
- Must have the ability to work independently and manage crises situations, as needed.
- Must be able to maintain a flexible schedule.

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