



Community Life Assistant Position

Organization:	Zelie's Home
Job Title:	Community Life Assistant Position
Start Date:	As soon as possible
Shifts	TBD

Position Description

Job Summary:

Community Life Assistants work directly with pregnant and parenting women experiencing homelessness to support their journey toward self-sufficiency. In this hourly staff role, team members provide adult education, career and life skills training, and help cultivate a safe, loving, and supportive environment at Zelie's Home. This position offers flexibility and opportunities for growth, staff are encouraged to take initiative and apply their unique strengths to shape their experience and make a meaningful impact in the lives of the women and children served.

Responsibilities:

- Support moms in their personal growth by helping them navigate difficult situations and build healthy relationships, with an emphasis on responsibility and accountability.
- Facilitate safe transportation with company vehicles for mothers and children to appointments, ensuring access to necessary services, such as advocacy at doctor's appointments, job interviews, daycare tours, assistance with moving, and other essential engagements.
- Support the cleanliness of the home by mentoring moms on household management, role modeling chores, and helping them develop effective routines. Community Life Assistants will teach life skills and provide hands-on learning experiences, fostering self-sufficiency and accountability. This includes holding moms accountable for completing their chores and, when gaps occur, stepping in to complete cleaning tasks to maintain the home's cleanliness and order.
- Provide house coverage during assigned shifts, ensuring safety and responding to emergencies in accordance with established protocols including answering the phone, welcoming visitors, offering tours, receiving donations and responding to the duty of the moment.
- Actively engage with mothers, mentoring and coaching them to achieve self-sufficiency goals, such as obtaining employment, securing housing, and managing finances, under the guidance and supervision of the Case Manager and House Manager.
- Provide babysitting support for babies and toddlers as needed and assigned, enabling moms to attend programming day, appointments, or job interviews without interruption.
- Participate in planning and executing community events, fostering a sense of belonging and community among the residents of Zelie's Home.
- Deliver educational enrichment sessions biweekly focused on essential life skills, such as job readiness, financial literacy, self-advocacy, and household management, under the guidance and mentorship of the Case Manager, Program, Outreach & Intake Manager, Social Worker, and House Manager.
- Track and report the educational progress of each mom that is worked with and shift updates to the house management team through utilizing gmail, slack, google calendar, and google drive to coordinate care for moms, contributing to overall program evaluation.
- Attend monthly house meetings to discuss concerns, scheduling needs, and professional development.

Benefits:

- Hourly wage
- PTO
- SIMPLE IRA match
- Individual counseling reimbursement available
- Monthly Wellness reimbursement
- Regular trainings and formations
- Annual team fall and spring retreats
- Access to basic necessities (including food and hygiene products)
- Optional supplemental insurance options

Qualifications:

- High school degree
- Excellence in organizational, supervisory and communications skills.
- Experience working with people from diverse, racial, ethnic, and socioeconomic backgrounds
- Willingness to learn and adapt to working environment
- Alignment with Zelig's Home core values and sanctity of human life.
- Valid driver's license with good driving record and proof of insurance.

Preferred Qualifications:

- BA in related field
- Understanding of community living, cultural competencies, and the intersectional nature of homelessness, poverty, ACEs, and trauma informed care.
- Experience with and or exposure to infants.

If interested in applying for this position, please email your resume and cover letter to humanresources@zelieshome.org