Front Steps Job Postings

June-July 2018

***Vision***

No person in our community should ever have to spend the night on the street.

***Mission***

Front Steps provides a pathway home for our neighbors experiencing homelessness by offering emergency shelter, affordable housing, recuperative medical care, supportive services, and by promoting community awareness.

Come join our team of caring, skilled professionals who are dedicated to Front Steps’ mission of ending homelessness in Austin, Texas.

We currently have openings on several shifts for **Client Services Specialists** who serve as the first point of contact for adult men and women who are experiencing homelessness and who want to participate in the services offered through the Austin Resource Center for the Homeless (ARCH) shelter. These services include:

* ***The Day Resource Center*** provides basic needs such as day sleep facilities, showers, laundry, mail and messaging services, phone use, a computer lab, lockers, refrigerated, secure storage for medications and access to case-managed services for housing, on-site support groups and services through eight co-located providers.
* ***The ARCH Emergency Overnight and Day Sleep Shelter*** provides men with a safe place to sleep each night and both men and women, a safe place to sleep and shower during the day. The dining room serves nutritious dinners each night to those sleeping at the shelter.
* ***Case Management*** is provided to clients within the ARCH Day Resource Center, the Recuperative Care Center and while in Front Steps’ sponsored transitional or permanent supportive housing.
  + 624 clients utilized Front Steps’ case managed services during the 2016-2017 program year.
  + 426 clients utilized case-managed services to obtain or retain housing during the 2016-2017 program year.

The Full-time **Client Services Specialist** positions listed below are both for Night Shifts: 1. Weekdays, Monday-Thursday and 2. Weekends, Thursdays-Sunday. The regular hourly rate for CSS positions is $13.00. For hours worked between 6:00pm and 6:00am a shift differential of $.50 is added to the regular hourly rate. Full-time employees work 40 hours each week and may be eligible for overtime assignments.

Front Steps also has an immediate opening for **a Transitional Case Manager in the Recuperative Care Program**. This full-time position will work with Front Steps clients in a skilled nursing facility. The position pays up to $35,000 annually.

Interested candidates for these positions should send a cover letter and resume to: [resumes@frontsteps.org](mailto:resumes@frontsteps.org).

It is Front Steps’ policy to comply with all federal, state, and local equal employment opportunity and nondiscrimination laws and regulations related to advertising, recruitment, employment, compensation, promotion, transfer, termination of employment, training and other terms and conditions of employment regardless of race, color, gender, national origin, religious affiliations, age, marital status, sexual orientation/identity/expression, disability or genetic status.