

Description of North King County Shelter Program

The Oaks (a program of Lake City Partners Ending Homelessness) is a 24/7 low-barrier, enhanced shelter located in Shoreline, Washington. The program at the Oaks serves unhoused adults by providing a stable, safe environment where our goal is not just to assist in finding housing but help the participants become ready for housing. Lake City Partners Ending Homelessness believes strongly in building supportive relationships while providing robust case management support to participants in the program at the Oaks.

Shelter Navigation - Role Overview

Navigators have the opportunity to work alongside participants to build community and promote a sense of accountability. They are also encouraged to promote prosocial behavior by planning and creating community activities at the Oaks. More broadly, Navigators assist participants with day-to-day activities, such as following a meal or shower schedule. Navigation staff is responsible for consistent application of shelter rules and guidelines.

Navigators work in teams on each shift, and navigation shifts include mornings, evenings, and graveyards. Navigators will rotate responsibilities to ensure safety of both participants and Oaks facilities. Specific navigator duties are described below.

COVID-19

Masks are required at the Oaks. Lake City Partners Ending Homelessness follows all state guidelines for congregate/residential facilities.

Navigator duties

Navigator duties include, but are not limited to, the following:

- Monitoring of all public spaces, including safety checks in public restrooms and perimeter checks of outdoor areas.
- Light janitorial work—navigators can expect to clean and sanitize surfaces, remove trash, and service community restrooms and dining areas.
- Turnover of vacated participant rooms.
- Basic meal preparation and meal service.
- Conflict de-escalation.
- Communication via email, shift logs, and daily reports.
- Communication with case management—ensuring that any sensitive participant information is directed to the appropriate individual.
- Adherence to any and all health and safety measures as directed by the public health nurse.

Qualifications:

- Willingness and desire to learn.
- Ability to be calming and helpful in difficult situations.
- Ability to encourage adherence to rights and responsibilities of guests in a low barrier environment.
- Ability to work effectively in a stressful, high-needs setting.
- Basic literacy & computer skills: email, word processing, internet navigation

Physical Requirements:

- Use of hands to type, handle, feel
- Stair climbing, walking, sitting, talking and hearing
- Standing, stooping, kneeling, crouching or reaching
- Occasional lifting and/or moving up to 50 lbs.
- Ability to remain awake and alert overnight.

Lake City Partners provided the following inclusive hiring information:

We are an equal opportunity employer and considers all qualified applicants equally without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.

- Inclusive of minority and disadvantaged groups
- LGBTQ+ friendly workplace
- Age-inclusive
- Diversity and inclusion training or programs'

'Work Location: **One location**

Please contact jen@lakecitypartners.org with any questions and/or to send your resume and letter of interest.