



Hampton Roads Community Action Program

2410 Wickham Avenue
P.O. Box 37
Newport News, VA 23607

Job Title: Homeless Resource Specialist

Location: Newport News

Component: Community Services

Summary/Objective: To facilitate HRCAP's Clean Comfort Shower program at the Four Oaks Day Services Center.

Qualifications: Must have an agreeable personality and the ability to work in a fast-paced and intense work situation. Have some knowledge of area services, programs, organizations and agencies for the homeless. High school Diploma required with one year experience in working with public. Job may require long hours standing, and some medium to heavy lifting. Be able to get to work on time. Having and maintaining a valid Virginia Operators License would be preferable.

Duties: Setup the facility, secure clothing and equipment at end of day. Hand out shower accessories and instruct patrons on safety, health and other issues as necessary. Monitor and escort client to the shower. Help ensure that the facility stays clean, sanitary and hazard free. Be cordial and pleasant, lending a helping hand to the patrons as needed. Ensure that towels and linen are washed, and that clean towels are available for patrons on a daily basis. Help manage the clothes closet, laundry and snack cart. Assist other agencies, and organizations volunteering to assist patrons as needed. Ensure patrons, other agencies, and organizations, and volunteers adhere to program rules and regulations. Ability to talk, listen and comprehend people from varied life positions. Ability to work alone, as well as on a team.

Salary: Salary Negotiable; Thirty (30) hours per week with Benefits.

Application: Qualified individuals should apply at 2410 Wickham Avenue, Newport News, VA 23607. Office hours are 8:00a.m. - 5:00p.m. Monday through Friday. You can visit: <http://www.hrcapinc.org> to print an application and mail to P.O. Box 37, Newport News, VA 23607. Also you can email your application and resume to hrcapresume@hrcapinc.org

Closing Date: Applications accepted until position is filled.