



## **Paso del Norte Center of Hope seeks part-time and per-diem House Monitors for our Emergency Shelter**

The Paso del Norte Center of Hope strives to ensure that every client has a safe, person-centered, trauma-informed environment with comprehensive services available. The House Monitor assists in the provision of emergency shelter services and directly supports victims and survivors of human trafficking.

### Position details:

Regular, non-exempt, hourly position. The pay range for this position is \$10-12 per hour. Majority of hours will be on evenings, over-nights, and weekends only with on-call shifts. This position works on-site at the agency's Safe Haven with trafficking survivors. No remote work is available currently. Part-time and per-diem positions are available.

### Summary of responsibilities:

- Provide night, holiday, and weekend on-site coverage at the emergency shelter.
- Supports services to clients in an emergency shelter setting.
- Maintains appropriate records in addition to ongoing written and verbal communication with Case Managers, and the Director with respect to client activities.
- Facilitates and assists with life skills assignments for clients as needed.
- Subject to flexibility as it relates to work schedules with the potential to be on-call.
- Performs light housekeeping and maintenance responsibilities for shelter as needed.
- Performs other assignments as determined by the Executive Director related to client services and emergency shelter.
- Participates in continuing education and training as required in the Center's Personnel Policies.

### Applicants must:

1. Must be 18 years of age or older.
2. Hold a high school diploma or equivalent. Some college is preferred.
3. Must be bilingual (English/Spanish).
4. Experience working with vulnerable populations is preferred.
5. Must have a valid drivers license and transportation.
5. Criminal background checks are required.

Interested applicants may submit a resume and a letter of interest via email to: [Nicole@pdncoh.org](mailto:Nicole@pdncoh.org)