

# CATHOLIC CHARITIES

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*Administration*

Dear Parish Administrator:

Kindly post the enclosed job opening on your information board. If you have any questions or concerns, please feel free to contact me at (619) 287-1270 ext. 2165.

Thank you very much.

*for Cindy Haines*

Cynthia Haines

Human Resources Director

# JOB OPENING

**TITLE:** Residential Technician  
**ORGANIZATION:** Catholic Charities Diocese of San Diego  
**LOCATION:** Carlsbad  
**STATUS:** Full-time – Evening Shift (3:00 -11:00 pm)  
**SALARY:** \$11.50 per hour

**Organizational Profile:** Catholic Charities Diocese of San Diego was founded in 1919 to provide service to those in need, to be a witness to the scriptural values of mercy, to advocate for justice, and to call all people of good will to join in these efforts. The agency responds to the needs of the poor in two counties of the Roman Catholic Diocese San Diego and Imperial.

## **Job Description:**

Under the supervision of the Program Manager, the Residential Technician provides a range of services to the Participants of La Posada de Guadalupe program including:

- Supervise program Participants.
- Explain policies and procedures to new Participants. Ensure participants adhere to policies and procedures. Conduct walk-in intakes.
- Distribute bedding, personal care items and assign sleeping quarters.
- Maintain daily logs and reports for management.
- Inspect and maintain premises, ensuring safe and sanitary environment.
- Take attendance daily and maintain log.
- Work with participants to help each familiarize and accustom them to learning the facility rules and processes.

## **Qualifications**

- 1-3 months related experience and/ or equivalent combination of education and experience.
- Desired: one year experience in a homeless men's shelter.
- High school diploma, some college preferred.
- Strong communication skills to confidently explain information and converse with clients.
- Must possess excellent customer service and active listening skills.
- Sensitivity to needs of low-income homeless men.

## **Physical Requirements:**

The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

## **Benefits:**

Catholic Charities offers a full line of benefits to select from: Medical, dental, vision. Prescription drugs, life insurance, pension, 403(b), vacation, holidays and sick leave. Catholic Charities is a non-profit, non-discriminatory service organization and employer.

Catholic Charities would like to thank all applicants, however only those who qualify for an interview will be contacted.

**If you are interested in this opportunity, please forward your resume to [resumes@ccdsd.org](mailto:resumes@ccdsd.org), or by fax to 619-232-3807.**

