



Nome Community Center, Inc.

PO Box 98
Nome, AK 99762
Website: nomecc.org

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JOB DESCRIPTION: NEST ADVOCATE

DUTIES AND RESPONSIBILITIES:

The mission of Nome Community Center is to enhance the quality of life of the people of the Bering Strait Region through diverse programming serving elders, families, and youth.

The purpose of the NEST Advocate will be to provide assistance to guests, including intake, and setting up sleeping equipment and advocate for placement in housing. This position will report to the NEST Director. Responsibilities include:

- Complete guest intake forms and ensure all guests fill out sign-in sheets
- Review shelter rules with guests
- Treat all guests and coworkers with respect
- Set out tables, mats, and bedding with assistance from guests at the start of the first shift
- Engage guests to assist in the preparation of beverages and meals
- Assist guests to thoroughly clean the facility including, but not limited to the kitchen, restrooms and great room
- Enter nightly shift notes and submit incident reports to the director
- Maintain sanitized refrigerator and storage area, ensuring all leftovers are properly packaged and labeled
- Assist guests in storing mats, tables, and bedding properly after second shift
- Clean bathrooms and vacuum at the end of the second shift, with assistance from guests
- Maintain a safe, quiet, and clean environment where NEST rules are followed
- Be aware of medical or other urgent needs of guests, and consult with appropriate service providers, emergency personnel or director when necessary
- Participate in efforts to house the chronically homeless and assist with homeless prevention services
- Other duties as assigned

Service to the people of the Bering Straits Region since 1910.

QUALIFICATIONS

- High School Diploma or GED preferred
- Computer experience helpful
- Ability to work as part of a team
- Ability to maintain confidentiality as it pertains to agency and staff records
- Understanding of and ability to work in a cross-cultural environment

WORKERS COMPENSATION CODE: 8864

NON EXEMPT from the FSLA overtime requirement

HOURS: up to 30 hours per week (6 months)