

Household Coordinator/Receptionist (32 hours/week)

Sarah's... an Oasis for Women is a home dedicated to safety and dignity for a diverse community of women where they can begin new and productive lives.

Sarah's is located in the Highland Park neighborhood of St. Paul. www.SarahsOasis.org.

Hours would be Mon-Thurs 9 am – 5:30 pm or 10 am to 6:30 pm, with probable evening shift one evening a week;

Responsibilities

- Provides front desk duties including answering phones, and greeting guests daily and for special events and tours
- Assists with preparation of rooms and welcoming new residents
- Assists with purchasing items for house under direction of the Director
- Provides listening ear, and support for house residents
- Ensures safety and security procedures are followed providing a safe environment
- Provides gentle reminders to residents to assure living well in community,
- Cross Trains as Home Attendant which includes household duties (which may include one load of laundry, vacuuming, sweeping/mopping, taking out trash, cleaning oven tops, sanitizing kitchen surfaces, and picking up food locally with a team of residents and staff)

Qualifications

- Proven ability to maintain confidentiality and appropriate relationship boundaries
- Previous experience working with trauma survivors with diverse backgrounds and language skills
- Ability to respond effectively to conflicts and emergencies
- Clear communication abilities by phone, in person and in writing
- Proven experience with housekeeping duties
- Ability to meet physical demands of the position, including ability to occasionally lift up to 50 pounds
- Ability to work up to 4 evenings a month

If interested, email or send cover letter and resume to:

Email: HR@csjstpaul.org

Sisters of St. Joseph of Carondelet

C/O Human Resources

1884 Randolph Avenue

St. Paul, MN 55105