

Renewal House II

Job Description

Front Desk Staff – Multiple positions available

Renewal House II, is scheduled to open in August 2011, and will be a 50 unit, 1 year, transitional living program for people who have completed a substance abuse treatment and are capable of working at the Times Square Alliance 20 hours a week. All participants must be approved by HRA for Category F Housing. Located on Washington/Fletcher Avenue in the Bronx, the program will be situated in a newly constructed building.

Required Credentials

- High School Diploma/GED and experience working with homeless and substance abuse population. Bi-lingual preferred.

Responsibilities

The responsibilities include, but are not limited to the following:

- Maintain log book at the front desk
- Ensure clients sign in and out when entering and leaving the building
- Monitor that clients comply with curfew and building rules
- Complete paperwork in a timely manner
- Communicate effectively with staff and participate in team meetings
- Ability to work nights, weekends, and holidays

Please send resumes to: Katie Bower, Program Director
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