



ST. VINCENT DE PAUL  
ASSISTANCE • SHELTER • HOPE

## JOB POSTING

POSITION:

**Client Advocate**

- ⇒ St. Vincent de Paul Gateway Shelter for Women & Families
- ⇒ St. Vincent de Paul Gateway Shelter for Men

Full-Time (32-40 hours)  
Various Shifts Available

POSTING PERIOD:

**August 2021 until filled**

Description:

The Client Advocate interacts and engages all individuals seeking shelter. They provide them with the necessary and related services, to include agency service referrals to other community sources. This position also assists with housekeeping and/or meal preparation duties as requested.

APPLICATION PROCESS Options:

(1) Complete an application form at <https://stvincentdayton.org/employment/>

Apply in person at:

- **St. Vincent de Paul Gateway for Women & Families**  
124 W. Apple Street, Dayton, Ohio 45402
- **St. Vincent de Paul Gateway Shelter for Men**  
1921 S. Gettysburg Avenue, Dayton, Ohio 45417

(2) Email your resume to:

**St. Vincent de Paul Gateway Shelter for Women & Families**  
Melissa Jackson, Shelter Manager [mjackson@stvincentdayton.org](mailto:mjackson@stvincentdayton.org)

**St. Vincent de Paul Gateway Shelter for Men**  
Mark Danis, Director of Shelter & Neighborhood Ministries  
[mdanis@stvincentdayton.org](mailto:mdanis@stvincentdayton.org)

QUALIFICATIONS:

- Associate degree in Mental Health Technology or related field preferred
- High School diploma or equivalent required
- 1-3 years experience working with diverse populations including homeless or very low income, mentally ill, and/or addicted populations
- Demonstrated ability to maintain professional boundaries when working with clients
- Must be able to work weekends and holidays
- Must be able to lift and carry up to 35 pounds for short distances
- Must be able to walk and stand for extended periods of time
- Must be able to ascend/descend stairs frequently
- Must be able to pass drug screen and background check
- Must have dependable means of transportation