

Southwest Chicago Public Action to Deliver Shelter (PADS)

PADS is an ecumenical faith movement operating a drop-in facility that provides food, clothing, toiletries, as well as case management, referrals, resume/job help, and housing assistance to people who are homeless or at risk of becoming homeless in and around Chicago's southwest side.

Member Duties:

- Triage the needs of shelter guests and donors on the telephone and in person.
- Work as support staff to the three case managers – this includes, faxing, copying, scheduling, answering phones, filling out applications, researching job possibilities, and creating necessary documents for guests.
- Participate in weekly staff meetings.
- Maintain fax machines, copiers, and other equipment
- Perform supportive tasks related to running the homeless shelter, including sorting donations, preparing lunches, making sandwiches, making coffee, restocking bathrooms and cabinets, and cleaning the refrigerator.
- Oversee and support the work of PADS volunteers.
- Assist with the weekly Life Improvement Program, helping guests set goals and monitoring progress toward meeting them. Every few weeks, you will have the opportunity to teach during the educational section of the program.
- Help guests write resumes, conduct job searches, and complete online job applications by appointment during the day
- Assist guests with educational activities, such as a computer class, according to the member's gifts, skills, and interests.
- Network with other service providers to expand services to guests/clients.
- Assist with the newsletter.
- One night per week during the winter season (October – April), from 5:30 p.m. to 9 p.m., the member assists in registering new guests, serving dinner, distributing or writing vouchers for clothing, distributing toiletries, making IDs, serving dinner, and socializing with guests.
- Make regular deliveries/pick-ups of towels and other donations
- Represent PADS at community meetings
- Depending on the member's skills and interests, s/he may develop and implement a project/activity that engages and benefits the guests. Examples: grief group, cooking class, discussion group.

Member Qualifications:

- Sense of humor.
- Basic internet and computer skills
- Respect for people who are homeless
- Willingness to set limits with guests when appropriate
- Flexibility
- Patience