



**Emmaus - Where Everybody Matters including YOU!**  
(10-18-22)

## Position Openings

### **Emmaus - Where Everybody Matters including YOU!**

Become part of our hard-working, solutions-driven staff team. We are deeply committed to resolving homelessness by helping families and single adults rebuild their lives and reach their fullest potential. Seize the opportunity to use your skills, experience, and positive energy to make a difference!

***We are willing to provide training and support to right person to help them grow into the position. Emmaus is an Equal Opportunity Employer committed to creating a diverse, equitable and inclusive environment for all employees and providing opportunities for staff to learn new skills and advance within the organization as vacancies arise. People with lived experience of homelessness and/or in recovery with a minimum of 5 years of post-recovery/post-homelessness are encouraged to apply.***

#### **Direct Care Supervisor Emmaus Family Shelter (Full Time, Tuesday -Saturday: 3:30pm-11:30pm)**

Emmaus is seeking an energetic, supportive and committed individual to fill the position of Second Shift Supervisor of our Family Shelter. The Second Shift Supervisor is responsible for the overall operation of the Emmaus Family Shelter in the absence of the Program Directors. The shelter serves 50 parents and their children nightly. We are looking for someone with strong interpersonal and communication skills, supervision experience and a good sense of humor. This position supervises direct care staff and provides leadership to all staff on duty. The supervisor will also provide case management supports to assigned families. **Qualifications:** High school diploma/GED; Experience working with low income populations; Minimum of 1 year supervisor experience; Bi-Lingual English/Spanish preferred but not required; good communication skills; Must have a valid driver's license and be able to pass a motor vehicle records check to screen for driving record and must undergo CORI check before hiring. **To apply:** Respond to posting on Indeed **OR** submit resume by email to [Emmausemployment@gmail.com](mailto:Emmausemployment@gmail.com) (please indicate what position you are responding to in subject line) **OR** by mail: Emmaus Inc. PO Box 568, Haverhill, MA 01831. Attn: Family Shelter Second Shift Supervisor.

[Click Here For Full Job Description](#)

#### **Community Engagement Program Manager (Full Time, Hybrid Weekday Schedule)**

Emmaus Inc. is seeking a Program Manager for the North Shore Region's Coordinated Entry Rehousing Program for homeless individuals and families; a system-wide assessment, referral and housing placement program designed to ensure that scarce resources are targeted and equitably distributed to the most vulnerable households. Responsibilities include: Overseeing the implementation of the Coordinated Entry System across the North Shore region; Supporting staff in the region's three satellite triage/intake sites; Outreach to new and existing community partners to engage them in the program; Acting as a point of contact for homeless households who are interested in accessing the CE system but who are not already engaged with a participating shelter or outreach program; Representing the



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interests of the North Shore region at state agency planning meetings. This is a unique position requiring strong community engagement, program management and oversight skills. **Qualifications:** Bachelor's degree in related field (Experience may be substituted for education); Experience working with low income populations (work with homeless populations a plus); Demonstrated community organizing or program management experience; Strong oral and written communication skills. **To apply:** Respond to posting on Indeed **OR** submit resume by email to [Emmausemployment@gmail.com](mailto:Emmausemployment@gmail.com) (please indicate what position you are applying for in the subject line) **OR** by mail: Emmaus Inc. PO Box 568, Haverhill, MA 01831. Attn: Community Engagement position.

[Click Here for Full Job Description](#)

### **Homeless Triage Case Manager (Full Time, Monday-Friday, 12 pm-8:00 pm)**

Emmaus Inc seeks a talented, hard-working, and eager candidate to fill the position of Homeless Triage Case Manager. The Triage Case Manager will lead Emmaus' engagement and rehousing efforts with homeless individuals. Working collaboratively with staff of Emmaus' Individual Shelter, Coordinated Entry Program and Housing Department, the Triage Case Manager will engage individuals staying in Emmaus' Mitch's Place shelter or living in unsheltered situations in the greater Haverhill area to inform them of housing/shelter options and connect them with a range of resources to address their housing crisis. **Qualifications:** High School Diploma (AA degree preferred but not required); Experience working marginalized populations in human service setting; Bilingual English/Spanish preferred but not required; Fluency in English; Must have a valid driver's license and be able to pass a motor vehicle records check to screen for driving record, annually and Must undergo CORI check before hiring. **To apply:** Respond to posting on Indeed **OR** submit resume by email to [Emmausemployment@gmail.com](mailto:Emmausemployment@gmail.com) (please indicate what position you are applying for in the subject line) **OR** by mail: Emmaus Inc. PO Box 568, Haverhill, MA 01831. Attn: Homeless Triage position.

[Click here for full Job Description.](#)

### **Housing Specialists – Full Time, Hybrid Position**

Emmaus Inc. is looking to fill several full time, Case Manager/ Housing Specialist positions. The responsibilities include, but are not limited to: Assisting homeless households to search for and secure stable housing; Coordinating stabilization services to those placed in housing; Assisting families and /or individuals to connect with community services; Maintaining written documentation on progress and enter monthly housing stabilization reports; Landlord/tenant mediation. **Qualifications:** High School Diploma (AA degree preferred but not required); experience working in human service setting; Ability to read, write and speak in English; Bilingual English/Spanish preferred but not required; must have a valid driver's license and be able to pass a motor vehicle records check to screen for driving record, annually and must undergo CORI check before hiring. **To apply:** Respond to posting on Indeed **OR** submit resume by email to [Emmausemployment@gmail.com](mailto:Emmausemployment@gmail.com) (please indicate what position you are applying for in the



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subject line) **OR** by mail: Emmaus Inc. PO Box 568, Haverhill, MA 01831. Attn: Housing Specialist/Case Manager Position.

[Click Here for Full Job Description](#)

### **Direct Care Position Adult Individual Shelter (Full Time, Monday – Friday 2pm-10 pm)**

Emmaus Inc. is seeking full time direct care staff to assist with day-to-day operations and general support duties in our 30-34 bed shelter homeless adults. The Direct Care staff person is responsible for maintaining a clean, safe, and well-functioning environment for shelter guests. Essential duties include but are not limited to: Assisting with timely referral, screening, and intake process for shelter guests; Connecting guests with needed community resources; Monitoring and ordering supplies; Food and meal planning and preparation; Managing volunteers and Addressing safety concerns. **Qualifications:** High school diploma/GED with at 1 year experience working with low income people; good communication skills; Must have a valid driver's license and be able to pass a motor vehicle records check to screen for driving record, annually; and must undergo CORI check before hiring. **To apply:** Respond to posting on Indeed **OR** submit resume by email to [Emmausemployment@gmail.com](mailto:Emmausemployment@gmail.com) (please indicate what position you are applying for in the subject line) **OR** by mail: Emmaus Inc. PO Box 568, Haverhill, MA 01831. Attn: Direct Care position.

[Click Here for Full Job Description](#)

### **Janitors**

Emmaus Inc. is looking for two full time Janitorial staff. The responsibilities include, cleaning designated building areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc); Carrying out deep cleaning tasks and special projects; Notifying management of need for repairs; Stocking and maintaining supply rooms; Cooperating with program staff; Following all health and safety regulations. **To apply:** Respond to posting on Indeed **OR** submit resume by email to [Emmausemployment@gmail.com](mailto:Emmausemployment@gmail.com) (please indicate what position you are applying for in the subject line) **OR** stop by our administrative office at 127 How Street, Haverhill, MA and ask the receptionist for a job application.

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