



Carolyn Williams Center Front Desk Night Monitor

Remarkable work begins with remarkable people.

Neighborhood Services Organization (NSO) is a 100-year-old nonprofit serving the at-risk and homeless of the Oklahoma City community. Our programs provide housing solutions and teach skills to transform lives. As the only nonprofit of our kind in Oklahoma we look for people with different skill sets at varying experience levels. Results-driven professionals eager to tackle large projects thrive at NSO.

Why apply for Front Desk Monitor Nights –Carolyn Williams Center (CWC) at NSO?

You are our primary strength. We know it is your contributions, expertise and creativity that drives what we do. So, we strive to maintain an atmosphere that brings out the best in each employee, create a feeling of ownership and fosters a unique culture.

Sound like a good fit? Keep reading to see how you can join a life changing mission.

As a CWC Front Desk Night Monitor, you are part of our Housing staff that assist in the management of NSO's Transitional Living Housing Program (TLP) to young men aged 18-23 who experience homelessness. Acting as a first line of support to the 17 individuals and assisting each resident in achieving personal and financial self-sufficiency by aiding in resolving a range of barriers to self-sufficiency. A fundamental goal of this program is to assist clients in gaining permanent housing and the necessary life skills to remove risk of future occurrences of homelessness in their lives.

You will physically patrol the internal and external areas of the facilities frequently to visually observe and listen to clients and monitor the state of the facilities, make initial contact with any visitors, and verify their identity, maintain legible, accurate and concise records in night monitor log so staffs on all shifts are continuously informed of the status of clients and facilities. You will report when clients violate rules and communicate with client and staff in a professional manner to affirm and enhance self-esteem and dignity, and to maintain positive client/staff relations. You will conduct scheduled and/or impromptu cleanliness checks of facilities to maintain it in an orderly and clean fashion to meet health and environmental requirements.

Prior experience working with the homeless or underserved population is a plus! Can you keep accurate records, follow up with clients, track progress, promote goals and make appropriate referrals? Do you have basic knowledge of computer literacy skills, have an attention to detail, patience, and the ability to handle multiple projects and task simultaneously? Can you work up to 40 hours per week and have reliable transportation? If so, keep reading how NSO will help you succeed in this role.

Still reading? Here are the minimum job requirements.

Education in social work or human services preferred. Associates degree preferred. One year experience in human services field, homeless services, or residential programming required; a Bachelor's level degree in lieu of stated minimum field-specific required work experience may be considered. Must have a valid driver's license, auto insurance in the amounts of 100/300/100, clearance of background check, have a clean driving record, and pass a drug screen are requirements for this role. This position is considered a safety sensitive position, and therefore exempt from the Oklahoma Medical Marijuana Act.

If this position sounds like a perfect fit, we would love for you to apply!

Please visit [Careers - Neighborhood Services Organization \(nsookc.org\)](https://www.nsookc.org/careers) to read the full job description, complete an online application, and submit your cover letter and resume.

Important! If you do not receive an email from us after you have applied:

- First, emails may take up to 15 minutes to send, refresh and check again.
- Second, check your spam and junk folders from NSO@NSO.org, mark as "Not Spam" to ensure future emails are sent to your inbox.
- Third, we will send communications to whatever email account you indicated on your application/resume.

An Equal Opportunity Employer

NSO pledges its full support to equal employment opportunities (EEO) for all persons regardless of race, color, religion, sex, national origin, genetic information, age, disability, gender identity, sexual orientation, military/ veteran status, or any other characteristic protected by law.

