

Day-Time Weekend & Relief Coordinator(s) *Job Posting*



The Weekend & Relief Coordinator(s) job is a minimum wage part-time position shared by multiple individuals who rotate weekends and coverage for our Resident Manager during weeknights when they need time off. We are looking for one or more additional individuals to join the team. This is an ideal position for a college student, preferably graduate student who needs extra funds and work short hours.

Day-Time Weekend relief support position reports to the House Manager and includes at least two to four weekend day-time shifts per month (one per weekend; Sunday preferred). On-site management of Western New York healthcare hospitality house during weekend shifts and occasional relief for resident manager during week, requires overnight stay at facility during any overnight shifts being covered for others which includes a sleep period stipend. Responsibilities include residential operations, guest services, basic accounting, housekeeping and maintenance, volunteer coordination, database, and administrative support. Strong sense of responsibility and commitment to the hospitality house mission and compassionate to patient family needs. Ability to multi-task and stress management training preferred. **Requirements:** Must undergo a background check and daily health screening. COVID-19 vaccination encouraged with exposure to immune compromised patients.

QUALIFICATIONS/SKILLS:

1. High school diploma (or equivalent relevant experience in human services), hospitality or social work a plus.
2. Working knowledge of Microsoft Office and data base operations a must.
3. Ability to perform physical requirements and lift up to 30 lbs. (snow removal and yard work included).

Position Hours: (At least once per month)

Sunday daytime shift: on-site work (Sunday 7am - 3:30pm)

- Back-up Support: on-call offsite if additional evening support if needed (6pm - 11pm);
- Back-up Support: On-call overnight offsite if needed (11pm - 7am);

Email resume to: buffalohospitalityhouse@gmail.com ONLY. No mail, fax or phone applications accepted.

Available for potential Relief Coverage for other employees needing time-off: (At least once per month)

- **Saturday daytime shift:** on-site work (Sunday 7am - 3:30pm)
- **Evening Saturday to Sunday:** on-call offsite (10am - 6pm); on-site work (6pm - 11pm); On-call overnight stay (11pm - 7am); on-site work (7am - 10am);
- **Evening Sunday to Monday:** on-site work (6pm - 11pm); On-call overnight stay (11pm - 7am); on-site work (Mon 7am - 10am);
- **Weekday evenings 4:30pm to 11pm on-site work; On-call overnight stay (11pm - 7am); on-site work (7am - 8:30am);**
- **Holidays - daytime and evening/overnight shifts.**

KGH IS AN EQUAL OPPORTUNITY EMPLOYER and follow all federal law requirements. KGH is committed to diversity and inclusion within our community and everyday work to promote safety, health, and wellness. Kevin Guest House provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, furlough, transfer, leaves of absence, compensation, and training. Please note: this job description is intended to identify and list the responsibilities, duties, and qualifications for the position. It cannot be considered all-inclusive, however, as changing organizational circumstances can result in changes to some of those responsibilities, duties, and qualifications. Further, every task supporting the functioning of the position may not be listed or not listed in detail. All personnel may be required to perform duties outside their normal responsibilities from time to time, as needed.

Kevin Guest House - America's First Healthcare Hospitality House

Providing a comfortable and supportive home away from home for patients and their families traveling for medical care in Buffalo, NY

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