



Society of

St. Vincent de Paul

NORTH TEXAS

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About Us

The Society of St. Vincent de Paul (SVDP) is a faith-based volunteer organization that offers direct aid to those in need across nine counties in North Texas. Through personal, compassionate interaction, the Society's members provide short-term financial, material and emotional support to our neighbors in crisis. In addition, broader Society programs and services help families address the underlying root causes of their basic unmet needs. Things like access to free prescription medication for those without insurance, or support in escaping predatory debt empower neighbors to build a life free from poverty.

Our Mission

The Society of St Vincent de Paul is a Catholic lay organization that aspires to live the gospel message by serving Christ in the poor with love, respect, justice, hope, and joy, and by working to shape a more just and compassionate society.

We are in need of a caring, energetic person to serve as a Community Support Representative at our St. Vincent Center. The St. Vincent Center (SVC) is a Hub of Collaboration and Services for neighbors that live in Lancaster, Texas, and the surrounding communities. The center provides neighbors with a location to receive emergency assistance as well as access to aid that will address core employment and health needs.

Job Description

Title: Community Support Representative

Category: Part time – up to 20 hours/week, nonexempt

Reporting: This position reports directly to the Director of Community Services

Job Summary

Consistently modeling the mission and values of the Society of St. Vincent de Paul, the Community Support Representative provides quality, compassionate service to our neighbors who visit the St. Vincent Center seeking assistance. In addition, this person will assist with sorting and valuing donations received at the center.

- Customer Service
 - Serves neighbors seeking assistance with dignity and respect.
 - Greets neighbors seeking assistance.
 - Completes eligibility intakes: interviews neighbors, assembles information to determine eligibility for services, and keeps accurate records of each intake.
 - Helps neighbors locate community services and resources, where possible.
 - Ensures policies and procedures are followed.
 - Assists in collecting, recording, and reporting center data.
 - Helps to plan and conduct special events, services and programs, as needed.

- Donation Sorting
 - Sorts and values donations.
 - Maintains fair market value records of all donations.

- Ensures all safety procedures are properly followed; keeps work area clean and reports any unsafe conditions immediately.
- Removes trash or discarded items and disposes of correctly.
- Other duties as assigned by Supervisor.

Required Education/Experience:

- High school diploma or G.E.D preferred.
- Strong communication skills and ability to work as part of a team.
- Computer skills, including web browsing skills and Microsoft Office: Outlook, Word, Excel and Teams.
- Desire to serve our neighbors and carry out the mission of SVDP.
- Bilingual (Spanish) strongly desired.
- Ability to work under pressure and comfortable engaging with people of different cultural and economic backgrounds in a faith-based setting are necessary.

Physical Requirements:

- Requires ability to stand/sit for 4 to 6 hours per day with frequent walking, bending, squatting, pulling and pushing.
- May be asked to carry items up to 50 pounds.

For consideration, send resumes to Lisa Hill at lisa@svpdallas.org.