

JOB DESCRIPTION
Shelter Staff (Evening Monitor)

Shifts Time: 3pm to 12midnight
31.5 hours a week Part-time Position
Reports to the Shelter Coordinator.

Monitors the security of the Safe House and residents. Sets alarm system at appropriate time.

Is aware of safety issues and can access 911 when warranted.

Monitors shelter guidelines and submits appropriate incident reports to Shelter Coordinator.

Completes shelter logs and required documentation for each shift.

Provides support to residents.

Provides crisis line coverage during shift. Follows protocols regarding domestic violence/sexual assault and homeless calls. If shelter is at capacity, locates another safe shelter or accesses hotel.

Protects residents' information and complies with confidentiality guidelines.

Completes intake packets with residents, completes safety planning, helps new residents settle into shelter and make sure they have what they need.

Makes appropriate referrals to staff members for agency services. Provides community resource information as well.

Evaluates the need for shelter repairs or the needs of clients and reports them to Associate Director or Shelter Coordinator.

Provides donation and food delivery information.

Responds to all other needs as prescribed by Shelter Coordinator.

Attends shelter staff meetings and training opportunities.

Please submit cover letter and resume with relevant work history and experience to Associate Director Cherie D. Lindsay-Chapman at clindsay-chapman@wesleyshelter.org.