

JOB DESCRIPTION
Shelter Staff (Overnight Monitor)

Shift Time: 12midnight to 8am
28 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 during the overnight hours.

Provides overnight 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 initial intake packet with residents, helps new residents get settled into shelter and makes sure they have what they need.

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

Responds to all other needs as prescribed by Shelter Coordinator and/or Associate Director.

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.