

POSITION DESCRIPTION

Position: Shift Monitor
Program: Winter Shelter
Reports to: Program Director
Status: Non-exempt
Date Revised: 10/2017

POSITION SUMMARY:

The Shift Monitor is responsible for assuring quality service to all program participants in a compassionate and professional manner as it relates to the specific program objectives. Objectives include supportive interaction with program participants and team members, assessment of participant's needs, and performance of all work duties as required. Work is performed in a cost effective and service oriented manner as it relates to established organizational standards.

This is currently a temporary/seasonal position, however that could change if the program length is extended.

OBJECTIVES/ACTIVITIES:

- A. Responsible for performing daily work requirements to achieve established objectives of the program.
 - 1. Supervise client activities and respond to all client questions and concerns.
 - 2. Explain program requirements and regulations to new clients and assure compliance.
 - 3. Coordinate meal preparation/service, bed assignments, and other daily routines.
 - 4. Provide "awake" shift coverage and maintain grounds security and safety at all times.
 - 5. Provide emergency assistance to clients and co-workers as necessary.
 - 6. Perform housekeeping and other maintenance tasks as needed, i.e. change light bulbs, plunge toilet, clean up accidents/messes etc. Prepare beds including sanitizing for next resident; maintain staff area cleanliness, etc.
 - 8. Address any behavior issues that create disharmony, criminal, or otherwise non-productive behavior.
 - 9. Positive role model, professional behavior including appearance and communication with others.

- B. Responsible for all areas of daily program maintenance in compliance with company policies.
 - 1. Complete all shift logs, observation logs, and incident reports.
 - 2. Document and notify management of client concerns, potential workflow problems and/or any exceptions to policy that can impact program security or safety.
 - 3. Adhere to staffing schedules in order to provide adequate/safe staffing coverage and to accomplish program objectives.
 - 4. Maintain a working knowledge of fire, safety, and health standards to assure a safe work environment for clients and all personnel.

EQUIVALENT EDUCATION AND EXPERIENCE:

This position requires demonstrated ability to communicate and comprehend oral and written instructions and to provide services to clients without ethnic or social prejudices. It requires general knowledge of

issues and challenges unique to homelessness, substance abuse, young adults, minorities, and persons with disabilities. Specific knowledge and experience with Twelve Step philosophy, mental illness, addiction and recovery, and dysfunctional family dynamics is preferred. Must have the flexibility to work irregular hours and have the willingness to function as a team member. Must be able to function both independently and in a team environment. Tact, discretion, and resourcefulness are required at all times.

SPECIFIC SKILLS REQUIRED:

Teamwork skills

Ability to de-escalate crisis situations and assist residents and staff in emergency situations

Oral and written communication skills

Ability to assist other people in a compassionate manner while maintaining professionalism.

Organizational skills

Cultural Competency *

*Cultural competence is defined as a set of values, behaviors, attitudes, and practices within a system, organization, program or among individuals, which enables them to work effectively, cross culturally. Further, it refers to the ability to honor and respect the beliefs, language, interpersonal styles and behaviors of individuals and families receiving services, as well as staff who are providing such services. VOA strives to achieve cultural competence is a dynamic, ongoing, developmental process that requires a long-term commitment. Our focus on cultural competency includes but is not limited to race, ethnicity, sex, gender, sexual orientation, LBGTO, class, age, ability, religion, and language. Bilingual and translation services are available to client when deemed necessary. All staff are trained annually on cultural competency.

PHYSICAL REQUIREMENTS

Lift and move up to 40 pounds

Physically able to safely maneuver weight distribution of a client in an emergency situation

Repetitive movements such as mopping or vacuuming

Stand, walk, bend, stoop, sit frequently, and kneel occasionally

SUPERVISION EXERCISED:

This position does not supervise, however, may be delegated training and lead responsibilities as the program needs may require.

This Shift Monitor job description does not constitute a written or implied contract and may be changed as business needs arise.

Indicate anything that would keep you from meeting the job duties as outlined above.

Employee Signature _____ Date Signed: _____