

Arlington Life Shelter Resident Monitor Position

Position Title: Resident Monitor

Department: Shelter Operations

Payroll Status: Non Exempt

Responsible to: Director of Shelter Operations

SUMMARY: Provides basic service and supervision of shelter residents by performing the following duties.

ESSENTIALS DUTIES AND RESPONSIBILITIES

Responsible for basic care of shelter residents by enforcing all safety procedures, cleanliness guidelines, and shelter policies, creating a supportive and culturally sensitive environment for shelter residents, staff, and volunteers.

- Assist residents in identifying and resolving social or other problems in conjunction with professional staff, while enforcing shelter rules and guidelines.
- Conduct litmus test, intake and orientation with new shelter residents/clients.
- Create scan cards for clients.
- Administer First Aid/CPR when needed.
- Treat all residents and volunteers with dignity and respect.
- Provide conflict resolution when needed.
- Support volunteers in all assigned evening activities
- Maintain appropriate documentation of client activities and client statistics as directed by Director of Shelter Operations.
- Maintain security of the shelter through alarm system, drug test administration, and implementation of emergency procedures as required.
- Attend to client's personal needs by providing supplies when needed.
- Maintain cleanliness of the shelter by organization of supply rooms, shelter linens, kitchen, pantry, and other storage areas every night.
- Support volunteers in all assigned evening activities.
- Actively participate in agency meetings, projects, and task groups as needed.

SUPERVISORY RESPONSIBILITIES: This job requires supervision of residents and volunteers. No staff supervisions.

EDUCATION AND/OR EXPERIENCE: High school diploma or general education degree (GED); 60 hours of college coursework preferred.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each individual duty satisfactorily. The requirements listed are representative of the knowledge,

skill and/or ability required. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions in English, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations with volunteers, clients, and co-workers: Ability to effectively relay information in the communication log book.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS: CPR and first aid required within 30 days of employment.

PHYSICAL DEMANDS: The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employee must be able to use the telephone, computer and copier. Frequent standing, walking, stooping, lifting up to 20 pounds. Employee is expected to be on his/her feet 75 percent of the time.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to high.

TRAVEL REQUIREMENT: Limited travel to meetings off-site required.

SCHEDULE: Ability to work flexible schedules during evenings, weekend, overnight, and holidays.

All interested parties should send their cover letters and resumes to Rachel Madzima at rmadzima@arlingtonlifeshelter.org