

Arlington Life Shelter Job Description

Position Title: Resident Monitor
Department: Client Services
Payroll Status: Non-Exempt
Approved by: Director of Client Services
Responsible to: Shelter Manager
Updated: May 2021

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- 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 schedule.
- Conduct intakes and orientation on new shelter residents.
- Ability to document all activities during scheduled shift.
- Maintain professional boundaries with team members, residents and volunteers.
- Maintain safety of shelter by monitoring security cameras and screening residents' belongings.
- Conduct drug tests and breathalyzers.
- Assist shelter residents with daily living needs.
- Actively participate in agency meetings, projects and focus groups as needed.
- Answer calls professionally and check voicemails during scheduled shift.
- Must act in accordance with the agency's mission statement and goals.
- Ability to work flexible schedules during evenings, weekends, overnight, and holidays. (8a – 4p; 12p – 8p; 4p – midnight and midnight – 8am).

EDUCATION: High School Diploma/GED, associate degree or college degree.

CERTIFICATES, LICENSES, REGISTRATIONS: CPR and Food Handlers certification 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 50 pounds. Employee is expected to be on his/her feet 75 percent of the time.