



**Title: Part-time Shelter Relief Staff / Shelter Monitor**

**Summary:** This employee provides services that ensure that the shelters operate 24 hours per day, 7 days per week on a continual basis and is responsible for providing direct service to clients staying within the shelter facility. Normal work shifts are overnights during the week. The work shift also includes daytime or overnights during the weekends and holidays. **This is a part time, hourly, non-exempt position.**

**Reports To: House Manager**

**Job Responsibilities:**

- Receives and processes crisis intake calls from victims and accepts clients into shelter.
- Facilitates new clients through intake procedures, explains procedures of household, and prepares necessary documentation for client records.
- Ensures the basic needs (food, clothing, personal care items, etc.) of all clients of the shelter are met.
- Maintains documentation logs for all incidents relating to clients and facilities.
- Provides support, encouragement and guidance; utilizes problem solving to ease the stress of community living
- Attends meetings as required by the community living team.
- Enthusiastically supports and models the mission and vision of Safe Harbor to peers, clients, and the community.
- Performs other or similar agency duties as assigned by House Management and Facility supervisors and/or other agency management personnel. May be asked to work at other Safe Harbor shelter locations as needed.

**Qualifications & Skills:** High school diploma is required. Must be able to occasionally lift up to or move 25 lbs or more. Navigate stairs and perform all task as it relates to this position. Experience in residential facility management is a plus. Maturity, flexibility, and interpersonal skills necessary to work in a crisis oriented, rapidly changing environment is essential. Shelter Relief Staff must possess sound judgment capabilities and be able to work extended shifts without continuous supervision.

Highly motivated and qualified candidates may apply by [clicking here.](#)