

CATHOLIC SOCIAL SERVICES JOB DESCRIPTION

TITLE: Shift Monitor
PROGRAM: Charlie Elder House / McAuley Manor
SUPERVISED BY: Program Director/Coaching Parent
STATUS: Part-time or on-call / hourly / non-exempt (evening and weekend hours)

JOB SUMMARY: Shift Monitors provide a safe, secure, clean, and supportive living environment for the teens.

QUALIFICATIONS:

Personal: Must be able to maintain program/guest/agency confidentiality, and treat each individual with dignity and respect. Must be 21 years of age. Ability to set and observe appropriate personal limits and boundaries. Dependability, maturity, and initiative. Flexibility to deal effectively with a variety of people, situations, problems, and changes.

Education/Experience: Educational background in human services, social work, counseling, or related field and one year work experience in human services preferred.

Skills: Ability to handle crisis situations with minimum supervision. Excellent interpersonal skills. Ability to relate positively to the Program Director, other employees, and teens. Ability to accomplish tasks with minimal supervision. Ability to communicate clearly.

Physical Requirements: Ability to climb stairs and to lift or move up to 20 pounds (boxes of supplies).

Other Requirements: valid AK Drivers License.

Training Requirements: Agency and department orientation; 1st aid/CPR; de-escalation techniques; blood borne pathogens.

OVERALL RESPONSIBILITIES:

1. Interact with youth.
2. Read Coaching Parent log on youth.
3. Communicate with Coaching Parent on youth issues.
4. Assist in crisis intervention as necessary; obtain police, medical, psychiatric, or other emergency services as required and contact emergency ACS On-Call staff.
5. Monitor teens and household operations while on shift.
6. Ensure necessary meds are taken.
7. Answer telephone courteously; taking clear concise messages. Log referrals.
8. Write incident reports and follow mandatory reporting laws with any and all incidents of harm within 24 hours.
9. Maintain house and grounds in good order -- check that assigned chores are completed by the teens; help keep common areas straightened. Advise Coaching Parent of needed repairs, supplies, improvements, etc.

10. Provide donations receipt for donations brought to programs, document donor name and address and donation. Put away in appropriate area.
11. As appropriate, provide for teens, or store properly, any food donations that come in on shift.
12. Circulate around the house, upstairs and downstairs, on a regular basis during shift to help maintain order by presence.
13. Maintain regular and reliable attendance.
14. Other duties as assigned.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____