



Position: Shelter Monitor

Status: Part-time and Full-time, Non-exempt

Supervisor(s): Shelter Operations Coordinator

Agency Overview

Abode Services is a community based organization founded in 1988. Services include support services to families as well as adults without children. The mission of Abode Services is to end homelessness by assisting low-income un-housed people to secure stable, supportive housing and to be advocates for the removal of the causes of homelessness. Abode Services has received a four-star rating from Charity Navigator for the seventh year in a row and is now the number one ranked human services agency for cost effectiveness in the State of California.

Job Summary:

This position is responsible for maintaining the health and safety of the residents at the Emergency Shelter.

Responsibilities:

- Implement and operate Sunrise Village program procedures including: answer telephone lines and oversee front desk activities; greet visitors and volunteers; and problem solve with shelter residents.
- Inspect facility; sign in residents; maintain and enforce shelter rules; document resident behavior and needs as well as program issues using log book and incidents report; oversee proper chore implementation including clean up and maintenance of facility.
- Respond to residents' requests, rendering assistance as possible; respond to and resolve conflicts and crisis situations.
- Maintain standardized operating procedures, safety of residents, program integrity, and a supportive and caring environment.
- Communicate with staff and all residents in a non-judgmental manner; work cooperatively with all agency staff.
- Attend all staff meetings as requested.
- Other duties as assigned.

Qualifications:

- High School Diploma or equivalent required.
- Experience working with individuals and families in crisis desired.
- Experience working in a shelter setting preferred.
- Strong written and oral communication skills.
- Strong organizational and time management skills required.
- Proven ability to work effectively as an individual and part of a team.
- Willingness to be flexible with work schedule
- Willing to submit to live-scan fingerprinting process and pass background clearances.
- Reliable means of transportation required.
- Valid and current CA Driver's License and Insurance required.

Equal Opportunity Employer/Drug Free Workplace