

**CATHOLIC CHARITIES OF CHEMUNG/SCHUYLER
POSITION DESCRIPTION**

POSITION TITLE:	Shelter Worker-SPE	STATUS:	Non-Exempt
DEPARTMENT:	Emergency Services	W/C#	8865
EEO CODE:	9	GRADE LEVEL:	205

PRIMARY FUNCTIONS:

Under the direct supervision of the Emergency Services Director. The Shelter worker will provide awake supervision and support to the residents of the Shelter during their schedules hours. The Shelter Worker will ensure the safety and wellbeing of all residents is always a priority. The Shelter Worker will provide assistance to residents, as needed in area's intended to promote housing stability and transition towards independence.

SPECIFIC DUTIES:

1. Responsible for overseeing the preparation of the evening meal with the guests of the facility.
2. Responsible for maintaining accurate inventory of all purchased/donated foods at the shelter.
3. Act as a resource person to assure that the individual has access to the services needed and to assure that the rights and confidentiality of the individual are not overlooked or denied.
4. Responsible for regular monitoring of all living areas of the facility with regards to cleanliness, storage, appearance and safety for all residents, guests and staff.
5. Responsible to conduct room checks to ascertain resident safety and presence in shelter Room checks may be conducted more frequently dependent upon identified need to do so.
6. Responsible to count all resident medication in pill bottles and pill cases every night and document accordingly on the medication inventory. Any information gained during this inventory process is to be relayed to Case Management staff and Supervisor via memo.
7. Responsible to keep commonly used program forms stocked and organized.
8. Responsible to perform fire drills quarterly and document accordingly.
9. Responsible to clean office area, community area, and entrances nightly.
10. Responsible for the set up and tear down of bedrooms at the facility when admissions/discharges occur, to ensure occupants are provided clean sleeping quarters, linens and towels
11. Responsible for attendance to all Catholic Charities staff development meetings and trainings as well as mandated Office of Children and Family Services meetings and trainings.
12. Responsible to review and follow all program policies and procedures.
13. Other duties as assigned.

TITLE OF DIRECT SUPERVISOR: Director of Emergency Services

QUALIFICATIONS:

High School Diploma or GED.

Two years' experience.

A combination of education and experience may be substituted at the discretion of the Executive Director.

ADDITIONAL REQUIREMENTS:

- Possess excellent verbal and written communication skills.
- Ability to multi-task and prioritize duties.
- Willingness to foster agency, department and program wide cooperation and team work through use of positive/constructive communication techniques.
- Ability to maintain absolute confidentiality in regards to all records reviewed including consumer records, employee records and billing records.
- Proficiency and experience with PC's and Microsoft applications.
- Ability to analyze and interpret data and to handle problem resolution.
- Possession of a valid NYS Driver's license and a driver's record considered acceptable by agency and insurance carrier.
- Continuous use of a reliable, registered and insured vehicle.

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- Demonstrate commitment to Agency Mission Statement.
- Working knowledge of community resources and funding systems external to the agency.
- Background checks may be required per program regulations.
- Compliance: Adheres to all applicable federal and state laws and regulations including, but not limited to, those governing confidentiality, privacy, program, billing and documentation standards. All duties must be performed in accordance with CCDR's corporate compliance and ethics program.

Ability to meet the following physical requirements with or without reasonable accommodation:

- Use hands to manipulate, handle, feel, and control items or equipment, including motor vehicle;
- Stand, sit, walk, bend, stoop, kneel, and reach;
- Climb up or down stairs;
- Able to reach above or below shoulders;
- Occasionally lift or move objects weighing up to 10 lbs;
- Sitting at a desk or in a vehicle for long periods of time to perform certain job functions;
- Be able to read write and interpret written documents;

EMPLOYER'S DISCLAIMER:

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by their supervisor.
- This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.