

Job Title:	House Monitor	Job Category:	Full Time, Non-Exempt
Department/Group:	Support Services	Reports To:	Shelter Director
Nights/Weekends Required:	Yes	On-Call Required:	No
Lifting Required:	Yes- Up to 30lbs.	Driving Required:	Yes

Job Description

Job Purpose:

The purpose of this position is to maintain the shelter household, including but not limited to, maintenance coordination, and room preparation. The Shelter House Monitor is responsible for providing clerical support for the Shelter Program, preparing statistical reports and maintaining administrative files and forms. The Shelter House Monitor is responsible for providing ongoing support for the Shelter Program.

Duties include but are not limited to:

- Oversee daily shelter activities.
- Assists with room preparation including laundry, making beds and routine room checks.
- Pick up items from the Food Shuttle and Food Bank as needed.
- Conducts grocery shopping to maintain supply of food for the shelter.
- Assists with maintaining inventory of USDA Government Foods.
- Assists with maintaining contact with food services provider to keep up date with federal and state guidelines.
- Assists with the coordination of any type of shelter maintenance, including minor repairs that may need to be made and to assist with the coordination of service calls for appliance repairs or major maintenance.
- Inputs resident demographics and client services information into R-Client database.
- Sets up and breaks down client files.
- Maintains copies of exit interviews.
- Maintains supply of office materials and client forms.
- Updates file of policies and procedures as needed.
- Assists with keeping a supply of bus tickets and maintains supply of schedules and directions.
- Responsible for maintenance of van, keeping ongoing records of repair.
- Responsible for handling crisis calls as needed.
- Maintain a high level of consciousness and sensitivity to battered women and their children and the issues of domestic violence.
- Ensuring the cleanliness and general maintenance of the shelter facility.
- Communicates important incidents involving residents to the appropriate shelter staff.
- Orient new residents to shelter facility.
- Performs other related duties as required.

Qualifications:

- Commitment to violence-free relationships, and ending the cycle of violence in our community.
- BA degree in social work, psychology, counseling, or related human services field, or equivalent education and experience required.
- Additional consideration will be given to candidates who are bilingual.
- Experience working with survivors of domestic violence and/or sexual assault strongly preferred.
- Must be available to work evenings, weekends, some holidays, and on-call, as assigned.

- Clear background check.
- Valid driver's license, access to reliable transportation and a clean driving history with the North Carolina Department of Vehicles.
- Demonstrated eligibility to work in the United States.
- Familiarity with community-based services in Wake County preferred.
- Basic proficiency in Microsoft Office (especially Word, Excel, PowerPoint, and Outlook) and databases required.