# Job Description

|  |  |  |
| --- | --- | --- |
| Position Title | Department | Reports to |
| Shelter Program Staff | Burbank | Shelter Coordinator |
| Employment Status | FLSA Status | Effective Date |
| Temporary  Full-Time  Part-Time | Non-Exempt  Exempt | March 1, 2024 |

## Position Summary

Reporting to the Overnight Shelter Coordinator, the Program Staff will provide support to the Shelter program at First Presbyterian Church of Burbank. The Program Staff will oversee the evening activities, i.e. dinner, setup and clean up and meet the needs of the HALA clients staying in the Shelter.

## Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

* Oversees activities and general operation at the shelter site during the evening hours.
* Checks in with day staff in preparation for creating a safe, clean, and welcoming environment for our families.
* Evaluates the condition of the shelter premises nightly upon arrival for maintenance, upkeep, or cleanliness.
* Respond to the clients’ needs and assist them as needed.
* Ensures the safety of the clients, volunteers, and facility.
* Use de-escalation skills & trauma informed care approach when client issues arise.
* Provide updates to the Shelter Coordinator daily.
* Maintain communication with all families in the shelter; communicate rules and make certain families are abiding by the Shelter rules.
* Unlock all bedrooms, restrooms, and other designated areas.
* Support volunteers who are bringing dinner for our families by preparing the dining room with kitchen supplies, serving dinner and clean up once complete.
* Other duties as assigned.

Knowledge, Skills, Talents, & Abilities

* Calm demeanor; Able to work under pressure; Able to respond to a crisis, health or safety issue and take appropriate and immediate action.
* Ability to work with diverse populations including those facing challenges in the areas of domestic violence, or child welfare services.
* Able to maintain high-level privacy and confidentiality of employees’, guests’ and clients’ information.
* Knowledge of universal precautions and what constitutes a medical or situational emergency.
* Understanding of mandated reporting laws.
* Must be professional, flexible, friendly, and work as a team player.

## Minimum Qualifications (Knowledge, Skills, and Abilities)

* High School Diploma/GED or equivalent experience.
* 1 years’ experience working for a non-profit.

## Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

## Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

### Reviewed and agreed to provide the following services by the employee:

### Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Received and accepted by

### Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.