

OPENING: Intake & Night Shelter Manager

The Isabella County Restoration House (ICRH) is hiring an Intake & Night Shelter Manager that requires evenings from 4:00 p.m. to 10:00 p.m. and , and on-call as needed, as well as weekly staff meetings. This paid staff position will include the 2018-2019 season that will begin in late October 2018 and extend until early—mid-April 2019. The Intake & Night Shelter Manager will need flexibility to rotate weekends and holidays with the other Managers.

Applicants are encouraged to apply as soon as possible via email to ryan@icrhouse.org. Resumes, cover letters, and a list of professional references will be accepted through **September 21, 2018**.

Position Responsibilities

The ICRH Intake & Night Shelter Manager is the on-site authority and will be responsible for all evening shelter operations beginning with guest intake at 4:00 pm until leaving after “lights out” at approximately 10:00 p.m.

The Intake & Night Shelter Manager’s top priority is the safety of all guests and volunteers at all times. Safety will be ensured through open and regular communication and through enforcement of ICRH policies/procedures for all guests, volunteers, Host/Partner Site coordinators and local authorities.

The Intake & Night Shelter Manager will facilitate guest check-in with Intake and Host Site volunteers and will be expected to coordinate:

- Daily bag checks - ensuring no firearms, illegal drugs or alcohol are present while placing any other weapons or prescription medications in the appropriate lock box;
- The Intake & Night Shelter Manager is responsible for opening the prescription medication lock box for the appropriate guest upon demand, re-locking the medication lock box and communicating any guest needs with the church site coordinators;
- Completion of handwritten intake assessment form for all new guests;
- Ensure **all** guests sign in at Intake;
- Perform ICHAT background check, as well as the Michigan and Federal public sex offender registry, for all new guests;
- Read ICRH rules to all guests and obtain guest signatures to document that all guests understand and are willing to comply with ICRH rules/policies at all times;
- Weekly/nightly communications with the Executive Director, other Managers, and Host Site Coordinators and;
- Regular communication to I-Ride/affiliated cab companies for guest transportation needs, including next day scheduling when needed.

Please note this is not a comprehensive or exhaustive list of all Intake & Night Shelter Manager duties/tasks required to maintain a safe and efficiently operating shelter on a daily basis. All Intake & Night Shelter Managers are expected to work cooperatively in the successful completion of the priorities outlined above while reporting to the Executive Director.