

ISABELLA COUNTY RESTORATION HOUSE MORNING COORDINATOR

Application Instructions

Please send a letter of application and a current resume including the name and contact information for three references to ICRH Personnel at ICRH@icrhouse.org, or mail to 120 S. Pine Street, Mt. Pleasant, MI 48858. **PLEASE NOTE:** all letters of application and resumes must be submitted through email or USPS.

Classification: Part-time, Seasonal

Description of Responsibilities

The Morning Coordinator is the onsite authority and will be responsible for all morning shelter operations. The Morning Coordinator will assist with waking the guests in the morning and help them prepare to leave the host site; oversee weekly take down of bedding and supplies; ensure that guests bag their bedding for laundering; drop the laundry off to be cleaned; assist the host site with daily sanitization and cleaning; oversee guest transportation to the Day Shelter; and assist guests at the Day Shelter during the morning shift. The Morning Coordinator will maintain open and regular communication with the Executive Director regarding guest concerns and issues, volunteer needs, and host site coordinators inquiries. The Morning Coordinator will need flexibility to rotate weekends and holidays with the other coordinators. The Morning Coordinators must be available mornings from 7:30 a.m. to 12:30 p.m. for approximately three shifts per week. The Morning Coordinator will need to be flexible for scheduling with other staff and be available for an on-call basis for the duration of our operating season. This paid staff position begins in late October and lasts through the middle of April. Morning Coordinators are required to attend weekly staff meetings.

Duties

Guest Care

- Assist with waking the guests and ensure that they are ready to be transported to the Day Shelter each morning by 7:45 a.m.
- Return all items in the lockbox to the guests before they leave the shelter for the day.
- By 7:30AM, begin checking the sleeping areas, bathrooms, and kitchen/dining areas, and assist host site volunteers with sanitizing.
- Check that the number of guests utilizing public transportation is correct and communicate the number of guests arriving at the Day Shelter to the Executive Director or Day Shelter volunteer on duty.
- Bring all completed self-sufficiency forms in the file box to the Day Shelter each morning.
- Ensure the safety of guests and the Day Shelter.
- Enforce rules and regulations to ensure smooth operation of the site.
- Maintain privacy of guest information in accordance with agency policies, procedures and practices and as required by law.
- Monitor guest smoke breaks as requested by the Executive Director.
- Maintain appropriate professional boundaries.
- Assist guests at the Day Shelter, as needed, in the performance of regular daily activities.

- Assist with monitoring the shower and laundry schedules and sanitizing after each use.
- Provide crisis intervention as needed, including determining when it is necessary to involve other staff, administration or authorities.

Shelter Management Services

- Assist guests with requests for medications.
- Ensure that forms signed by a new guest are given to the Day Shelter Manager for their file.
- Communicate concerns regarding behaviors, health and safety to appropriate staff.
- Evaluate shelter supplies and maintain as needed by reporting needs to the Executive Director.
- Inform the Executive Director of items needed for supply box at Host Sites.

Please note this is not intended to be a comprehensive or exhaustive list of all Shelter Coordinator duties/tasks required to maintain a safe and efficiently operating shelter on a nightly basis.

Required Qualifications

- Demonstrated knowledge and/or experience in human services
- Strong organizational and interpersonal skills
- Excellent written and oral communication skills
- Ability to work flexible schedule, including nights and weekends
- Ability to work with a wide range of personalities
- Computer literate and willing to learn new programs
- Must pass a criminal background check

Preferred Qualifications

- Bachelor's degree
- Three years previous work in leadership and management
- Ability to communicate in a language other than English
- CPR/First Aid Certification