

## **ISABELLA COUNTY RESTORATION HOUSE OVERNIGHT MONITOR**

### **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](mailto: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 Overnight Monitor supervises shelter guests at the host site after lights out time. The Overnight Monitor's top priority is the safety of all guests and volunteers at all times by monitoring the activities of guests to ensure compliance with program rules and expectations. The Overnight Monitor will maintain open and regular communication with the Executive Director regarding guest concerns and issues, volunteer needs and host site coordinator's inquiries and is the onsite authority. The Overnight Monitor will be responsible for all overnight operations. Overnight Monitors must be available evenings from 10:00 p.m. to 3:00 a.m. or 3:00 to 7:30 a.m. for approximately three shifts per week. The Overnight Monitor 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. Shelter Coordinators are required to attend weekly staff meetings.

### **Duties**

#### *Guest Care*

- Ensure that guests honor the lights out policy. If guests remain awake, require them to be quiet and respect others that are sleeping.
- Be responsible for the safety of shelter residents, volunteers, and host site property while on duty.
- Maintain regular communication, required documentation, and other duties as assigned.
- Provide early wake-up calls if asked.
- Provide crisis intervention as needed, including determining when it is necessary to involve other staff, administration or authorities.
- Provide support and encouragement to shelter guests.
- Maintain appropriate professional boundaries.

#### *Shelter Management Services*

- Be 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.
- Communicate concerns regarding behaviors, health and safety to appropriate staff.
- Evaluate shelter supplies and maintain as needed by reporting needs to the Executive Director.

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

**Required Qualifications**

- Demonstrated knowledge of/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 criminal background check

**Preferred Qualifications**

- Ability to communicate in a language other than English
- CPR/First Aid Certification