



Good Samaritan Services

Restoring hope. Transforming lives.

Good Samaritan Mission Statement:

Good Samaritan Services (GSS) gives immediate help to people who are experiencing homelessness, and helps those at risk of becoming homeless, by restoring their lives to stability. We engage the community to support these efforts.

JOB DESCRIPTION: Shelter Overnight Staff

Reports to: Lead Residential Services Coordinator

Status: Part-time and seasonal, exempt. Shifts will occur between 8:00 pm and 8:00 am every day of the week, December – March.

Purpose:

Manage and supervise the Emergency Shelter program during the hours of 8:00 pm and 8:00 am, ensuring the safety and well-being of all participants, volunteers and staff members.

JOB DUTIES AND RESPONSIBILITIES

1. Fully comprehend the GSS policies and procedures and ensure that participants abide by them.
2. Report any infraction to the Lead Residential Services Coordinator.
3. For serious violations, the Overnight Staff will be responsible for coordinating the removal of the participant. Overnight Staff must understand the protocol for dealing with emergency situations.
4. All tasks assigned by the Lead Residential Services Coordinator
5. Provide leadership, guidance and support to the Volunteers.
6. Maintain the Volunteer schedule in conjunction with the Program Coordinator.
7. Keep participants informed on any organizational programs and events that are happening.
8. Use passive restraints when necessary.
9. Maintain cleanliness of the property – both inside and outside.
10. Make sure all documentation is recorded (intake, incidents, etc.)

11. Provide emergency medical assistance to participants, including CPR and first aid.
12. Prepare all beds/linens, toiletries for new participants.
13. Attend mandatory meetings.
14. Clean up participant's abandoned belongings and place in storage until picked up.
15. Meet regularly with the Lead Residential Services Coordinator to discuss ongoing needs/concerns.
16. Must refrain from the following:
 - b. Use of violence, threats of violence, profanities, and weapon possession.
 - c. Lending or giving money or other personal property to a participant.
 - d. Breaking the confidentiality agreement signed at the time of employment.

EDUCATION/EXPERIENCE

1. An understanding of recovery from addictions and mental illness is helpful.
2. Ability to organize and prioritize tasks.
3. Ability to work effectively with the Lead Residential Services Coordinator, other staff and volunteers.
4. Good judgment and restraint in dealing with participants.
5. Skill in verbal communication.
6. After hiring the Shelter Overnight Staff member will be trained in the use of passive restraints and cardiopulmonary resuscitation (CPR), and First Aid.

This position is accepted pending a probationary period at which point a probationary review will be performed.

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