

**THURMAN BRISBEN CENTER
SHIFT MONITOR POSITION DESCRIPTION**

Position Purpose: **To provide a continuous around the clock staff presence at the Shelter in order to assist the Executive Director and volunteers and to provide direct supervision over Shelter residents.**

- A. Reports directly to Deputy Director
 - 1. Reports indirectly to the Executive Director
- B. Shelter Operations
 - 1. Provides continuous staff supervision over operation of the Shelter, to include activities of Shelter residents and the function of the facility and its equipment and utilities.
 - 2. Directly supervise Shelter residents and enforce the rules and policies as established by the Executive Board of Directors.
 - 3. Assist church, synagogue and community volunteers in understanding their roles while serving at the Shelter. The Shift Monitor is the person responsible for operation of the Shelter in the absence of the Deputy Director.
- C. Personal Responsibilities
 - 1. Provides continuous feedback and recommendations for improvement to the Deputy Director on individual residents, rules and policies, operations in general, and the condition and function of the facilities and vehicles.
 - 2. Knows the duties and responsibilities of the job, the rules and policies for residents in the Shelter, and the operating, personnel and financial policies of the organization. All are found in the Policies and Procedures and Operations Manuals of the Thurman Brisben Center.
 - 3. Keeps full and accurate records of pertinent events occurring during the shift working in the Daily Log. Pertinent events include, but are not limited to, names and circumstances of disciplinary actions with residents especially if someone is put out, classes that were held, supplies that are needed, and areas of attention needed on facilities and vehicles.
 - 4. Briefs and receives a briefing with the Shift Coordinator on the adjacent shift. Goes over Daily Log entries and understands what is going on at the Shelter. Arrives in sufficient time for briefing from departing Shift Coordinator, and does not leave without permission of the Deputy Director before the incoming Shift Coordinator arrives.
 - 5. Enters hours and places initials at name on the payroll schedule for each day worked. Receives approval from Deputy Director to exchange shifts. Finds a replacement Monitor for any shift not able to cover.
 - 6. Presents and conducts herself or himself in a professional manner. This includes, but is not limited to, clean and neat appearance, full appropriate clothing, knowledgeable and authoritative relationship with residents, and avoidance of any personal relationships with residents that call into question the ability to discharge duties in an impartial and fair manner.
 - 7. Other duties as assigned

D. Specific Minimal Responsibilities for Each Shift

1. First Shift (8:00 am – 4:00 pm)
 - i. Ensures residents are up on time (except night workers)
 - ii. Ensures lunch is set up in the absence of the Food Services Coordinator
 - iii. Enforces performance of daily chores scheduled during shifts
 - iv. Performs hourly rounds inside and out to ensure integrity of facility and program
 - v. Performs screenings of potential residents
 - vi. Completes intakes as necessary
2. Second Shift (4:00 pm – Midnight)
 - i. Ensures residents go to bed on time
 - ii. Performs screenings of potential residents
 - iii. Completes intakes as necessary
 - iv. Performs hourly rounds inside and out to ensure integrity of facility and program
 - v. Ensures dinner is set up
 - vi. Enforces performance of daily chores schedules during shift
3. Third Shift (Midnight – 8:00 am)
 - i. Ensures residents adhere to lights out
 - ii. Awakes residents in accordance with individual requests and the remainder in accordance with Shelter policies
 - iii. Ensures breakfast is set up
 - iv. Provides Executive Director with a physical inventory of expendable supplies
4. Swing Shift (2:00 pm – 10:00 pm)
 - i. Provide support of duties for first and second shift

E. Personal Qualifications

1. Caring and compassionate
2. Dedicated and loyal
3. Ethical and high principled, possessing personal integrity
4. Flexible and adaptable to rapidly changing situations
5. Able to rapidly assess and evaluate situations
6. A self-starter, able to work independently, but able to also work under supervision
7. Diplomatic and persuasive, able to gain the willing cooperation of others, yet has the ability to be authoritative and assertive when the situation demands it
8. Mature with good common sense
9. Able to effectively communicate verbally and in writing
10. Have strong human relations skills
11. Sufficient organizational and administrative skills. Manage time well

F. Educational Requirements

1. A high school diploma or equivalent