THE SALVATION ARMY

JOB DESCRIPTION

JOB TITLE: HOUSING MONITOR

INCUMBENT:

REPORTS TO: COMMANDING OFFICER

DEPARTMENT: SHELTER-BOWLING GREEN, KY

FLSA STATUS: NON-EXEMPT

JOB SUMMARY:

Accepts and process residents staying in a housing facility; monitors the activity of residents on an assigned shift ensuring safety, security and compliance to housing rules; maintains accurate and complete records and logs containing pertinent information; ensures housing facility is maintained in a neat and proper order.

ESSENTIAL FUNCTIONS: This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this position. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this job description.

Ensures rooms are in proper order before check in of clients.

Checks clients into housing facility by completing client intake cards, explains rules and regulations to all clients checking into housing facility; calls local police station to perform NCIC on clients.

Assigns beds to clients upon check in and issues proper linens and toiletries.

Prepares morning meals for clients and works with cook to ensure evening meal has been prepared for clients.

Receives rental payment from clients and gives change to clients for laundry facility.

Monitors activities of clients to ensure safety and compliance of rules.

Checks all security doors and windows and ensure alarms have been set.

Conduct periodic walk through and monitors security cameras of entire facility.

Make sure proper doors are open at designated times.

Response to emergency situations in a calm manner and takes appropriated corrective actions according to policies and procedures.
Assigns housekeeping duties to clients and assures duties are done properly.

Answers telephone during scheduled shift.

Wakes up clients at appropriate times for breakfast and jobs.

**OTHER RESPONSIBILITIES:**

Assists in preparing and serving meals to clients as well as making sure kitchen area is properly cleaned.

Directs clients to caseworker to assist in clients needs

Performs related work as required.

**MATERIALS AND EQUIPMENT:**

Copier Telephone Kitchen Equipment Laundry Equipment Security Alarms

**MINIMUM QUALIFICATIONS REQUIRED:**

**EDUCATION AND EXPERIENCE:**

High School Diploma or GED

**LICENSES AND CERTIFICATIONS:**

NONE

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of general office procedures and practices

Basic recording and organizational skills

Ability to communicate with clients in order to control, lead, and motivate behavior

Ability to work with limited supervision while enforcing established policies and procedures.

**MENTAL AND PHYSICAL ABILITIES:**

Ability to meet attendance requirements

Ability to read, write and communicate English language

Ability to respond to emergency situation quickly, calmly and maintain control while initiating proper corrective action
Ability to perform combinations of sitting, standing and walking on a frequent change basis. Distance of travel is usually within same building.

Limited lifting of up to 25 lbs.

**WORKING CONDITIONS:**

Work is performed in a shelter environment where there may be physical discomforts associated with temperature variations, odors, violence, noise, disease, and/or dust under mildly unsafe and uncomfortable conditions.

All employees recognize that The Salvation Army is a church and agree that they will do nothing as an employee of The Salvation Army to undermine its religious mission.

**STATEMENT OF PURPOSE:**

The purpose of a job description is to outline the essential functions unique to a particular job within a specific department. Job descriptions are used to recruit, train, and evaluate employees.