



CHICO COMMUNITY SHELTER PARTNERSHIP
Torres Community Shelter
101 Silver Dollar Way, Chico, CA 95928
www.chicoshelter.org

Thank you for your interest in employment at the Torres Community Shelter, which is operated by the Chico Community Shelter Partnership. Attached please find a job description and application for Shelter Monitor. You can also find out more information about the Shelter and our services at www.chicoshelter.org. Please note that the monitor positions will include some overnight shifts.

Following your review of the enclosed information, if you are interested in working at the Torres Community Shelter, please provide the following:

- Your resume
- Cover Letter that indicates why you are interested in the position
- A fully completed Application for Employment
- If you are a student, please include a class schedule

Please mail your application packet to 101 Silver Dollar Way, Chico, CA 95928 or email it to brad@chicoshelter.org or fax to 530 891-9084

Qualified applicants will be notified by phone if we would like to schedule an interview. Please note, a current CPR and FIRST AID card will be required within 2 months of employment. The Shelter will cover the expense for a course.

If you have any questions about the position, please call our Shelter Supervisor, Louise, at 530 891-9048.

Thank you for your interest in employment here at the Torres Community Shelter.

Sincerely,

Brad Montgomery

Brad Montgomery
Executive Director

**TORRES COMMUNITY SHELTER
SHELTER MONITOR**

POSITION SUMMARY:

The shelter monitor is responsible for maintaining a safe and secure environment in a respectful and dignified manner while supervising and assisting guests. Responsibilities include:

- Guest Services including receiving guests into the Shelter each day, pulling guests' bins so they can access their possessions, providing bedding, towels for showers, and personal hygiene needs such as toothbrushes and deodorant.
- Monitors are also the first point of contact for new guests, and these duties include welcoming new guests, going over the rules and regulations, and performing intakes (information gathering) with the new guests. Please note that most intakes are routine, but some are not due to varying circumstances and other shelter staff will be there to assist if necessary.
- Ensuring rules and regulations are followed for the respect and safety of all.
- Maintaining the daily log and entering guest data and information accurately and appropriately.
- Reporting and recording events at the shelter including unusual occurrences or damage.
- Assisting with facility clean up including sleeping areas, kitchen, and bathroom.
- Conducting regular perimeter checks of shelter property and reporting any irregularities including fire hazards, leaking water pipes, or unlocked doors to the appropriate parties.
- Calling fire or police department in emergency situations.
- Other duties as assigned.

ESSENTIAL JOB FUNCTIONS:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of knowledge and skills/abilities required:

- Ability to maintain the privacy and confidentiality of our Guests
- Ability to work with and communicate with diverse populations.
- Ability to solve problems independently and promptly take appropriate action.
- Ability to clearly document Guest activity and important shelter issues through shelter log entries.
- Ability to resolve conflicts maintaining the dignity of our Guests and the procedures of the Shelter.
- Attend required monthly Staff Meetings to keep informed on any shelter policy or procedure changes.
- Adhere to policies and procedures of the Chico Community Shelter Partnership.
- Performs other duties and projects as needed.

WORKING RELATIONSHIPS:

Reports to:	Shelter Supervisor
Works closely with:	Shelter Supervisor, Service Coordinators, and Executive Director
Has routine contact with:	Guests, Volunteers, and Donors

POSITION QUALIFICATIONS:

Knowledge: High school graduate or equivalent required.
Interest in social work, psychology, sociology and/or related fields preferred.
Possesses current CPR certificate, or able to obtain one.
Basic computer literacy and data entry skills required.
Excellent interpersonal and oral communication skills and professionalism in dealing with guests, co-workers, volunteers and donors required.
Ability to be flexible and work as a team player required.
Excellent listening skills are important.