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## JOB DESCRIPTION

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**CLASSIFICATION:** Non Exempt

**POSITION TITLE:** Shelter Worker

**PROGRAM NAME/  
LOCATION:** HOAP  
694 Church St SE

**EMPLOYMENT STATUS:** On-call

**SUPERVISOR:** HOAP Program Manager

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### FUNCTION:

To provide support and services needed to facilitate Safe Haven Shelter access, obtaining and keeping permanent housing.

### SUPERVISORY DUTIES:

None.

### GENERAL DUTIES:

- 1 Consistently performs specific assigned daily and general duties; meets deadlines.
  - 2 Regularly attends and participates in assigned meetings.
  - 3 Meets established attendance criteria and starts work promptly.
  - 4 Knows and consistently implements all approved policies, protocols and procedures.
  - 5 Regularly supports compliance and accreditation efforts as assigned including, but not limited to OSHA, Joint Commission and HIPAA.
  - 6 Consistently supports the organization's mission as defined by the Board of Directors and the Executive Director.
  - 7 Participates in cultural competency training and uses culturally appropriate actions and language at all times.
  - 8 With the immediate supervisor, sets and achieves annual goals for job performance improvement.
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- 9 Polices the entire work environment, ensuring the entire facility, indoors and outdoors, is kept as clean and orderly as possible.
- 10 Effectively participates as a member of the team and promotes teamwork.
- 11 Consistently demonstrates good use of time and resources.
- 12 Consistently interacts with clients and staff in a manner that reflects favorably on the organization.

**SPECIFIC DUTIES: (The first five are Core Competencies)**

- 1 Demonstrate the ability to communicate with staff, clients, and the community in a courteous, respectful, and professional manner.
- 2 Provide support and orientation for new clients/new staff and answer incoming calls.
- 3 Provide socialization activities and skill training both on an as-needed basis and as scheduled.
- 4 Assist with meal preparation and monitor client's nutritional needs.
- 5 Monitor and teach clients to manage their personal hygiene (shower, laundry, etc.).
- 6 Keep records, complete reports as required, and perform other duties as assigned by supervisor.
- 7 Assist clients in keeping the facility clean and orderly in keeping with in clients level of function.
- 8 Supervise and develop recreational activities and community outings on a regular basis in consultation with supervisors.

**QUALIFICATIONS:**

- 1 A bachelor's degree in a behavioral sciences field; or a combination of at least three year's relevant work, education, training or experience.
- 2 Some on-call and shift work required.
- 3 A vehicle that can be used for work.
- 4 Valid Oregon Driver's License and proof of automobile insurance.

**PHYSICAL ACTIVITIES AND REQUIREMENTS OF POSITION:**

- 1 The physical activity of this position may include: sitting, stooping, kneeling, crouching, reaching, standing, walking, picking, pinching, typing, and lifting.
- 2 The worker is subject to both inside and outside environmental changes.
- 3 Light work, Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects.

**HAZARDS OF POSITION:**

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- 1 The worker is exposed to infectious diseases.
- 2 The worker is exposed to unpredictable behavior.
- 3 TB testing - high risk
- 4 Hepatitis B testing - high risk