

		Warming Center Monitor - Sequim Job Description / Physical Requirements and Potential Hazards	
Supervisor(s): Shelter Manager	EEOC code: 9	Effective Date: 11/01/2018	Requirements: See below
FSLA Status Non-Exempt / Seasonal	L & I code: 8	Revision Date: 10/27/2021	
Supervises: Clients	\$15.74 an hour	1/1/2023	

Seasonal position (no health benefits)

ESSENTIAL JOB FUNCTIONS:

- Familiarize yourself with the rules and regulations for the winter shelter participants.
- Contact OlyCAP monitor supervisor, or call authorities as directed, to report an emergency and/or serious concerns.
- Call OlyCAP supervisor or designee in advance but, no later than two-hours prior to your shift, if you will be late or, are unable to work. (On call to fill shifts or substitute as needed.)
- Read log book upon arrival each night, and add log book entries daily as directed.
- Screen and arrange intake procedures for persons requesting shelter during your shift.
- Maintain an alert and hospitable presence during your shift and, maintain professional boundaries with shelter participants
- Provide assistance and guidance to shelter clients regarding rules and regulations (i.e., smoke breaks, meals, cleaning, etc.) and, report any infractions.
- Patrol Legion Hall restroom areas, regularly during shift and, if necessary, remind shelter guests to return to shelter area.
- Patrol Legion grounds to ensure no loitering on property.
- Oversee clients in performing chores; if necessary, prompt clients to clean their sleeping areas, take out garbage; sweep/mop and help to clean the Legion restrooms and other housekeeping responsibilities.
- Ensure that OlyCAP log book, notebook and lock box are locked up in the designated cupboard after intake and when not in use.
- Privately review any updates with the late shift overnight monitor.
- Report obvious repair needs and/or and any other concerns to OlyCAP staff supervisor in a timely manner.
- Ensure lights and all other media are turned off by 10 p.m.
- Track and submit timesheet of hours worked.
- Other duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES:

Ability to provide non-judgmental service to homeless population; handle emergency situations in a calm and deliberate manner. Must be able to provide indigent population with oversight and rules and regulations in dignified yet firm manner. Must be able to assess situations and make appropriate decisions.

REQUIREMENTS:

Pass a criminal background check and participate in OlyCAP volunteer orientation.



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QUALIFICATIONS:

Prior work with shelter environments, substance abuse, mental health disorders, working with persons in crisis, strongly preferred. Strong written and oral communication skills; must be responsible and reliable.

PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

The following identifies the physical demands and potential hazards typically encountered by this position that can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

NA: Not applicable, not required of this position.

NE: Requirement is present, but is not essential to the position.

O: Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)

F: Frequent, 34-66 percent of the time.

C: Continuous, over 66 percent of the time.

	NA	NE	O	F	C
Sitting					X
Walking					X
Standing				X	
Running			X		
Bending or twisting				X	
Squatting or kneeling				X	
Reaching above shoulder level				X	
Climbing (e.g. ladders)			X		
Driving cars, light duty trucks	X				



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Driving heavy duty vehicles	X				
Using foot controls	X				
Repetitive motion of hands/fingers				X	
Grasping with hand, gripping					
Lifting/carrying 10-25 pounds			X		
	NA	NE	O	F	C
Lifting/carrying 26-50 pounds				X	
Lifting/carrying more than 50 pounds				X	
Pushing/Pulling				X	
Work in/exposure to inclement weather				X	
Work in/exposure to cold water				X	
Exposure to dust, chemicals or fumes					X
Work/live in remote field sites	X				
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	X				
Work at heights (e.g. towers, poles)	X				
Exposure to infection, germs or contagious diseases					X
Exposure to blood, body fluid, or potentially contaminated materials					X
Exposure to needles or sharp implements				X	
Use of hot equipment (e.g., ovens)	X				
Exposure to electrical current	X				
Seeing objects at a distance				X	
Seeing objects peripherally					X
Seeing close work (e.g., typed print)				X	
Distinguishing colors	X				
					X



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Hearing conversations or sounds					
Hearing via radio or telephone					X
Communicating through speech					X
Distinguishing odors by smell					X
Distinguishing tastes	X				
Exposure to wild/dangerous animals					
	NA	NE	O	F	C
Exposure to insect bites or stings	X				
Work/travel in boat/small aircraft	X				
Exposure to aggressive/angry people					X
Other:					
Other:					

Other physical or mental requirements of this position that have not been addressed above?

Ability to maintain a calm presence.

I have read, understand and am able to perform the essential job functions; and physical requirements and potential hazards of this position with or without reasonable accommodation.

 Employee Signature

 Date