



Heading Home

Job Title: Campus Monitor
Program: WEHC
Reports To: Shift Manager
Pay: \$11.25/hr

Position Summary:

The Campus Monitor shall assist all WEHC staff, Clients, and volunteers in the pursuit and goal of Heading Home's mission which is to make experiences of homelessness rare, short-lived and non-recurring.

Essential Duties & Responsibilities of a Campus Monitor include:

- Overall reports to Shift Manager.
- Supports Shift Manager, Campus Monitors, Security Guards, and Volunteers.
- Assists in the unloading/loading of busses.
- Assists in directing new Clients to their bed.
- Assists in Client Intake process by performing an orientation for all new clients.
- Maintain good rapport with Clients in order to facilitate a safe and comfortable dorm.
- Maintain accurate headcount and rosters of all guests in dorm.
- Conflict resolution.
- Maintain periodic rounds through and around bunks to ensure safety of guests.
- Assist new Clients with clean linen and escort them to their bed.
- Communicates directly with Manager and Lead Security.
- Maintain a clean dorm area for the Clients
- All other assigned duties.

The responsibility of all Heading Home employees includes the following:

- Always represent and promote Heading Home in a positive and professional manner.
- Maintain good attendance and punctuality in keeping with Heading Home Policies.
- Attend all staff and organizational meetings as required.
- Observe and practice safe work habits and practices in compliance with regulations, statutes and organizational policies.
- Maintain client, Client, guest and organizational confidentiality in compliance with organizational policies and procedures.
- Read, understand and comply with all guidelines of the Heading Home Employee Handbook.

Qualifications:

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Skills:

- Ability to communicate effectively both orally and in writing.
- Knowledge of area service providers and community resources.

Other Requirements:

- CPR/First Aid certification within 30 days of employment.

This job description does not constitute an employment agreement between the employer and employee. This document is subject to change by the employer as the needs of the employer and requirements of the job change.

Signature: _____

Campus Monitor

Date: _____

Signature: _____

Program Director

Date: _____