



<b>Job Description</b>	
<b>MWMW Position Title</b> (type in CAPS): Night Monitor at My Brother's Keeper (shelter for people experiencing homelessness)	
<b>Staff Group:</b>	<input type="checkbox"/> Executive Staff <input type="checkbox"/> Program Coordinator <input type="checkbox"/> Operations/General Staff <input type="checkbox"/> Program Director <input checked="" type="checkbox"/> Program Staff <input type="checkbox"/> Administrative Staff <input type="checkbox"/> Retail Manager <input type="checkbox"/> Retail Staff <input type="checkbox"/> _____
<b>Immediate Supervisor:</b> MBK Program Director; and Meyer Center Director	
<b>Other duties as assigned by:</b> Associate Executive Director for Programs	
<b>Immediate Subordinates:</b> Full-time (30+ hrs/wk): None Part-time (up to 29 hrs/wk): None Work-Study: None	
<b>Status:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt	<b>Position Originally Created:</b> 2004
	<b>Date Last Revised:</b> June 2021
<b>Hours Per week:</b> 12 hr shifts – approximately 6:15pm-6:15am	
<b>Regular Monitors:</b> 36 hrs/wk <b>Part-time Monitors:</b> 12-24 hrs/wk <b>Back-up:</b> as scheduled	
<b>General Summary:</b> Manages the MBK shelter to create a safe and comfortable place for residents and maintain resident cohesion.	
<b>Critical Functions and Responsibilities</b>	
1. Perform interviews of first time applicants for residency and record information	
2. Maintain census of residents to monitor extended stay participants	
3. Do building safety checks	
4. Ensure a safe environment at MBK shelter for participants	
5. Mediate and maintain order among residents	
<b>Additional Functions and Responsibilities</b>	
1. Do laundry and change linens	
2. Make bed assignments	
3. Make note of specific sleeping instructions as needed	
4. Assign chores to ensure facility cleanliness	
<b>Requirements/Preferences</b>	

*The functions and responsibilities contained in this Position Description are not all inclusive. Other duties and requirements may be assigned at any time.*

<b>Minimum skills and knowledge required:</b> 1. Basic Microsoft Office Skills (Excel, Word, etc.) 2. Knowledge of Christian Community Development principles	<b>Skills and knowledge preferred:</b> 1. Good handwriting 2. Computer skills 3. Knowledge of basic mental health patterns 4. Basic understanding of biblical living principles
<b>Minimum previous experience required:</b> 1-2 years' experience working with populations in high-stress/traumatic environments	<b>Previous experience preferred:</b> 3+ years' experience working with populations in high-stress/traumatic environments
<b>Minimum education required:</b> High School Diploma/GED	<b>Education preferred:</b> Bachelor's Degree
<b>Minimum communication skills required:</b> 1. Conflict Mediation skills 2. Ability to clearly communicate structure and rules	<b>Communication skills preferred:</b> 1. Ability to assist others with goal planning and achieving their desired outcome
<b>Special training, certification or licensing required:</b> 1. None	
<b>Behavioral, emotional, mental requirements:</b> 1. Calm and compassionate in stressful situations 2. Problem solving ability 3. Good listening skills 4. Calm and assertive ability to deescalate situations	
<b>Other requirements:</b> - Mature Christian faith	

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