



Job Description	
MWMW Position Title (type in CAPS): "NIGHT MONITOR 3" at My Brother's Keeper (shelter for people experiencing homelessness)	
Staff Group:	<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"/> _____
Immediate Supervisor: MBK Program Director; and Meyer Center Director	
Other duties as assigned by: Associate Executive Director for Programs	
Immediate Subordinates: Full-time (30+ hrs./wk.): None Part-time (up to 29 hrs./wk.): None Work-Study: None	
Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt	Position Originally Created: 2022
	Date Last Revised: June 2022
Hours Per week: 24 hrs./wk. (12 hr. shift), \$13.50/hr. – approximately 6:15pm-6:15am, Saturday and Sunday Nights	
Regular Monitors: 24 hrs./wk. Part-time Monitors: 12-24 hrs./wk. Back-up: as scheduled	
General Summary: Manages the MBK shelter to create a safe and comfortable place for residents and maintain resident cohesion.	
Critical Functions and Responsibilities	
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	
Additional Functions and Responsibilities	
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	

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

5. Some engagement with MBK volunteers for chapel, etc. as instructed by supervisors.	
6. Attend monthly staff meetings: All Staff Mtg, and also Meyer Center Staff Mtg.	
7. Participate in Giant Worldwide leadership/communication development curriculum as offered by MWMW.	
Requirements/Preferences	
Minimum skills and knowledge required: 1. Basic Microsoft Office Skills (Excel, Word, etc.) 2. Knowledge of Christian Community Development principles	Skills and knowledge preferred: 1. Good handwriting 2. Computer skills 3. Knowledge of basic mental health patterns 4. Basic understanding of biblical living principles
Minimum previous experience required: 1-2 years' experience working with populations in high-stress/traumatic environments	Previous experience preferred: 3+ years' experience working with populations in high-stress/traumatic environments
Minimum education required: High School Diploma/GED	Education preferred: Bachelor's Degree
Minimum communication skills required: 1. Conflict Mediation skills 2. Ability to clearly communicate structure and rules	Communication skills preferred: 1. Ability to assist others with goal planning and achieving their desired outcome
Special training, certification or licensing required: 1. None	
Behavioral, emotional, mental requirements: 1. Calm and compassionate in stressful situations 2. Problem solving ability 3. Good listening skills 4. Calm and assertive ability to deescalate situations	
Other requirements: - Mature Christian faith	

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