



MISSION WACO | WORLD

Job Description	
MWMW Position Title (type in CAPS): NIGHT MONITOR 1 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 Director of Meyer Center and Social Services	
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: March 2024
Hours Per week: 35 hrs./wk. (7 hr. shift), \$14/hr. – approximately 4:00pm-11:00pm, Mon-Fri.	
Regular Monitors: 35 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. Case management, and data entry.	
Critical Functions and Responsibilities	
1. Perform interviews of first time applicants for residency and record information, and create/input information in HMIS.	
2. Provide case management for shelter participants.	
3. Do building safety checks, and make sure shelter participants complete chores.	
4. Ensure a safe environment at MBK shelter for participants.	
5. Mediate and maintain order among residents, and make reports to MBK Director, and Director of Meyer Center and Social Services.	
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.	
5. Some engagement with MBK volunteers for chapel, etc. as instructed by supervisors.	

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

<p>6. Be aware of the following tasks for Night Monitor 2 and Night Monitor 3 and communicate with MBK program director if noticing any issues with how shelter is found when you arrive for your shift. Also, note Night Monitor 1's role in item "d" below with regard to any mattresses that have been left outside to dry after cleaning: "Final 30 Minutes Check-list" (can be done during shift as time permits or through volunteer chores completed by shelter residents – but some of these necessitate being completed after residents have left the building, and it is the monitor's role to ensure completion. BEFORE LEAVING END OF SHIFT –</p> <ol style="list-style-type: none"> DAILY restock TP holders, empty mop buckets and hang up mops, empty trash, double check that all sheds and gates are locked in back area of MBK. DAILY AS NEEDED, check that rolling trash bins are located inside the gate except on days when trash is picked up at curb.\ DAILY AS NEEDED, utilize espace for maintenance requests noticed, including specific details about the maintenance issue (example – instead of "toilet out of order", write details like "toilet handle not working properly, and toilet won't stop running" or "toilet is stopped up and did not clear after repeated plunging"). AND "add" MBK Program Director to the work orders when it is submitted to include in the communication loop. DAILY AS NEEDED, if mattresses have been soiled and placed out back, clean and sanitize them and leave in the covered area to dry. At the beginning of the next shift, Night Monitor 1 (Mon-Fri) or Night Monitor 3 (Sat/Sun) will check to see if any mattresses need to be brought back in. 	
7. Supervise any setting up of portable cots so that they are not damaged.	
8. Attend monthly staff meetings: All Staff Mtg, and Meyer Center Staff Mtg., and MBK staff meetings as scheduled.	
9. 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. Computer skills 3. Knowledge of Christian Community Development principles	Skills and knowledge preferred: 1. Good handwriting 2. Case management 3. Computer skills 4. Knowledge of basic mental health patterns 5. 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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