

<b>Job Title:</b>	Overnight Direct Care Staff		
<b>Department:</b>	Migrant Overnight Shelter	<b>FLSA Status:</b>	Non-Exempt (FT-Temp)
<b>Reports to:</b>	Associate Pastor, Travis Park Church	<b>Last Revision Date:</b>	May 7, 2019

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### **Job Summary**

The Overnight Direct Care Staff is responsible for the overnight care and supervision of migrant families, adults and children staying at the emergency shelter; ensuring their health, safety and well-being are protected.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Effectively communicate to the Associate Pastor the logistical and operational updates pertaining to the care of the migrant families each evening and morning.

- Maintain a safe environment
- Establishing a consistent nightly routine
- Providing appropriate supervision at all times
- Maintaining sleeping quarters in a reasonable state of cleanliness and good order
- Providing for the families physical needs by directing to restroom facilities
- Recognizing signs and symptoms of illness, treating minor ailments and seeking appropriate guidance from supervisor
- Submitting prompt, accurate documents such as serious incident/accident reports, nightly logs/headcount of guests, etc
- Ensure guests are woken up for travel arrangements
- Communicating with shift leads of resource center, volunteers, and other agency partners to ensure smooth operations of overnight shelter
- Direct overnight shelter volunteers
- Using good judgment in monitoring shelter guest activity
- Assisting the Associate Pastor, overnight volunteer coordinator, and COSA resource center leads in logistical and administrative duties related to the shelter.

### **Additional Duties**

Under the direction of the Associate Pastor, the overnight direct care staff shall perform the following duties:

- Ensure that daily logs, activity, logs, medication logs and other pertinent documentation are accurate and current;
- Ensure the shelter is clean and orderly; perform daily inspections;
- Ensure migrant families are on time for departures or daily schedule to leave shelter and transition to resource center
- In the absence of the shift lead, conduct intakes of new families as appropriate
- Support the agency's mission and adhere to all policies and procedures as prescribed.
- Demonstrate knowledge and sensitivity of cultural norms, values and heritage of clients.

### **Qualifications**

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

### **Education and/or Experience**

The Overnight Direct Care Staff must be at least 21 years of age with two years of college and/or a minimum of one-year experience in shelter setting. Additionally, experience with immigrant families or diverse populations is preferred.

## **Training Requirements**

The training requirements for all Travis Park personnel include are not limited to Policies and Procedures; Measures to prevent, identify, treat and report child abuse and neglect; Protecting self and others from false allegations; Procedures for handling emergencies; Sexual Harassment, HIPPA training.; legal rights of persons served; responsibility to abide by organizational and professional ethics.

## **Language Skills**

The Direct Care Staff must have the ability to read and interpret documents such as policy and procedures as well as regulatory agencies' program standards; as well as the ability to write routine reports, and correspondence and the ability to speak effectively before individuals and groups. Bilingual in English/Spanish is required.

## **Reasoning Ability**

The Overnight Direct Care Staff must have the ability to define problems, collect data, establish facts and draw valid conclusions.

## **Certificates, Licenses, Registrations**

NONE

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk and talk or hear. The employee is occasionally required to stand; use hands to finger, handle, feel; and reach with hands or arms.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Given the nature of the work, the shelter may have varying levels of guests each night. Overnight staff is expected to maintain situational awareness of guests and be alert at all times. The noise level in the work environment will be kept low so that guests can sleep. Staff is expected to be aware of guests needing to be woken up for early morning departure.

### ***Disclaimer:***

*This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job description or to require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, workload, etc.)*

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Printed Name

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Employee Signature

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Date