

## MARINERS INN

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<b>Title:</b>	Shift Monitor	<b>Effective Date:</b>	10/09/2000
<b>Classification:</b>	Hourly Non-exempt	<b>Reviewed Date:</b>	7/2013, 3/2015, 8/2016, 2/2017
<b>Status:</b>	Full time		2/2019, 4/2020, 9/2021, 2/2022
<b>Reports To:</b>	Director of Building Safety & Security		
<b>Supervises:</b>	None	<b>Revised Date:</b>	03/2015, 12/2016, 6/2018, 3/2020, 4/2020, 2/2022

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### Summary/objective

The Shift Monitor is directly responsible for monitoring all clients and site activities and ensuring civility amongst residents, visitors, and staff. S/he controls access to the facility twenty-four hours a day and will report any hazardous conditions within the facility and grounds to the Shift Monitor Supervisor, Director of Safety or COO.

### RESPONSIBILITIES:

- Answer telephones, screen phone calls, take messages.
- Attendance is required
- Telephone intake referrals
- Transport clients to meetings and appointments (as assigned by Supervisor)
- Screen, review house rules, provides intake process for new clients.
- Monitor surveillance equipment
- Attend to clients' requests.
- Record and log new medication for clients.
- Monitor the taking of, record dosage and time taken for each client's medication.
- Greet visitors, monitor guests and visitors with log and sign-in sheet.
- Administer breathalyzer tests and drug screenings as needed.
- Conduct regular fire and building security checks.
- Monitor clients in the building.
- Responsible for keeping copies of needed forms available.
- Receive client belongings, tag and log receipt and ensure that client receives.
- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 20 pounds at times.
- Attendance is required

### QUALIFICATIONS:

- Valid Driver's License and ability to obtain a driver's clearance from the Michigan Secretary of State on an annual basis.
- Ability to meet the MVR criteria for driver's
- High school diploma or GED equivalent required
- Possess or obtain a valid 1st Aid/CPR certification
- Ability to operate a computer and use the internet to send and receive email
- Strong writing and basic computer skills
- Ability to communicate clearly and concisely in written and oral presentations
- Ability to meet the physical, mental and visual standards of the job

- Professional and friendly demeanor, excellent interpersonal and organizational skills
- Ability to multi-task in a high-paced work environment
- Ability and willingness to work in a manner that will not needlessly endanger the safety of one's self, other persons and equipment.
- Ability to establish and maintain harmonious working relationships with fellow workers, clients and the general public.
- Ability to use time management skills to prioritize and handle multiple tasks
- Ability to work unsupervised

#### **Additional eligibility requirements**

- Covid-19 vaccination per agency policy requirements
- Provide education transcript

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

#### **How to Apply**

Please submit your resume with cover letter via email to [humanresources@marinersinn.org](mailto:humanresources@marinersinn.org) no later than September 30, 2022. In the email subject, please enter Mariners Inn: Shift Monitor position. No phone calls or faxes will be accepted.