

MARINERS INN

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

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.
- Prolonged periods of standing and walking throughout the grounds.
- Must be able to lift up to 20 pounds at times.
- Attendance is required

QUALIFICATIONS:

- High school diploma or GED equivalent required
- 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
- 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
- Possess a valid First Aid/CPR certification
- Provide education transcript

OTHER DUTIES

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 no later than **March 31, 2023**. In the email subject, please enter Mariners Inn: Shift Monitor position. No phone calls or faxes will be accepted.