



**Position:** Shift Monitor

**FLSA Classification:** Non-Exempt

**Status:** Full Time

**Reports to:** Shift Monitor Supervisor

## **Job Description**

### **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.

### **Essential functions**

- Answer telephones, screen phone calls, take messages.
- Telephonic 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 intake of all medications, 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.

### **Competencies**

- Strong writing and basic computer skills.
- Ability to operate a computer and use the internet to send and receive email.
- Computerized data entry experience
- Professional and friendly demeanor, excellent interpersonal and organizational skills.
- Ability to use time management skills to prioritize and handle multiple tasks.
- Ability to work unsupervised.



- Ability to meet the physical, mental and visual standards of the job.

### **Supervisory responsibilities**

N/A

### **Work environment**

Office/Agency setting

### **Physical demands**

- 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

### **Required education and experience**

- 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 annually
- Possess or obtain a valid 1st Aid/CPR certification

### **Additional eligibility requirements**

- Minimum of one year's sobriety (if recovering).
- 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.
- Covid-19 vaccination per agency policy requirements
- Provide education transcript

### **Other duties**

As assigned by the immediate supervisor



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, 2023**. In the email subject, please enter Mariners Inn: Residential-Shift Monitor position. No phone calls or faxes will be accepted.