



JOB OPENING

The Retreat is a safe haven for families in crisis. Since 1987, The Retreat has been providing domestic violence and sexual assault services along with violence prevention education to families, friends and neighbors throughout Suffolk County.

The agency values and is committed to providing compassionate, empathetic and culturally aware services to all clients. Interactions are approached with these values in mind, and it is expected that clients will be treated with compassion, respect and sensitivity during the provision of holistic, inclusive and welcoming services.

TEMPORARY EMERGENCY COVERAGE SHIFT WORKER

The person will be responsible for:

BASIC FUNCTION

- Maintain the safety and confidentiality of all residents of a 24/hour crisis shelter.
- Oversee all activities at the shelter on assigned shift.
- Check in with clients three times per day at designated times.
- Ability to quickly assess emergency situations.
- Ability to lead a fire drill or emergency exit from the shelter.

SPECIFIC RESPONSIBILITIES

- Accurately enter client information and activities into the client database.
- Make certain client logs are complete (medication, transportation, phone, sign in/out).
- Ensure the physical safety of the inhabitants of the house and report any non-emergency problems in the log.
- Follow nightly procedure of setting alarm, confirming clients are present, checking halls, doors and thermostat.
- Answer crisis hotline calls, process paperwork associated with call.
- Telephone on-call manager for guidance with any Shelter Emergencies.
- Initiate and process incident reports when necessary.
- Always maintain awareness of who is in the building and who is not.
- Oversee that resident chores are being done consistently, and clients are carrying out house guidelines.
- Maintain clean staff area.
- **Always preserve professional boundaries with clients.**

QUALIFICATIONS

High School Diploma required.

Knowledge of Microsoft Word

The Retreat is an Equal Opportunity Employer. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Interested applicants please send a letter of interest and resume to: humanresources@theretreatinc.org.