



JOB OPENING

The Retreat a safe haven for families in crisis. Since 1987, who have been providing domestic Violence and sexual assault services along with education to families, friends and neighbors in Suffolk County. We are currently seeking the following position.

SHIFT SHELTER WORKER EMERGENCY COVERAGE PT/FT

The person will be responsible for:

BASIC FUNCTION

Maintain the safety and confidentiality of all shelter residents of a 24/hour crisis shelter.

Oversee all activities at the shelter on assigned shift.

- On average, 3 security walks about checks should be completed during an 8-hour shift.
- Ability to quickly assess an emergency wherever it occurs, ie client room, living room, basement, outside grounds, etc.
- Ability to lead a fire drill or emergency exit from the shelter to our designated meeting spot outside the shelter.

SPECIFIC RESPONSIBILITIES

- Enter client information and activities into the client database to ensure proper record keeping and statistical data collection.
- Attend staff meetings and trainings
- Ensure the physical safety of the inhabitants of the house and report any non-emergency problems in the log.
- Call on-call manager for guidance on any and all Shelter Emergencies
- Follow nightly procedures of setting alarm, confirming clients are present, checking halls, doors and thermostat.
- Answer crisis hotline calls, process paperwork associated with them.
- Ensure that client logs are completed (medication, transportation, phone, sign in/out)
- Initiate and process incident reports when necessary.
- Communicate with clients with dignity and respect.
- Do intake of new clients and family being sure to copy any important papers and follow full Intake Checklist.
- pon intake, notify emergency services of the client's arrival and order a DSS cab for the next day.
- Taking responsibility for all client medications, locking them up and making medicine folders for clients.
- Maintain awareness at all times of who is in the building and who is not.



- Oversee all chores are being done consistently, and clients are carrying out house guidelines.
- Transport clients when needed.
- Assist clients, when necessary, with wake ups for school etc.
- Assist callers with c.v.b information on hotlines
- Clean rooms when client has left, and do any house laundry, readying room for next client.
- Carry out conflict resolution with empathy and confidence always documenting the incident.
- Maintain a clean staff area.
- Maintain professional boundaries with clients at all times.
- Covering emergency needs for fellow shift workers as they come up and as you are able.

QUALIFICATIONS

- High School Diploma required. Undergraduate degree preferred.
- Proficiency in Excel and 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 letter of interest and resume to: humanresources@theretreatinc.org