

Title: RHY Evening Housing Monitor, with standby expectations. (EHM)

Department: Step/Night Owl

Supervisor: Director of Residential Services

Status: Stipend Compensation; no standard benefits.

Job Summary:

The Evening House Monitor is responsible for onsite duties and “standby overnight coverage” expectations for the 11th street clustered housing site and the NightOwl Teen Warming Center, when applicable. Hours are regularly from 7pm to 10pm, from 1 to 5 nights per week. The EHM will interact with and supervise any program participants, and may be assisted by volunteers. As needed and appropriate, the EHM will contact the on-call 24 hour supervisors for assistance. The EHM will act as “stand by” for back up overnight coverage the night of their shift, if overnight staff call out or take time off, or if more than 1 client utilizes the night owl.

Qualifications:

- Appropriate training and education, including at least 1 year of relevant non-profit experience
- Excellent communication and interpersonal skills
- Ability to manage stressful situations and maintain boundaries
- Ability to follow procedures and reporting requirements for two distinct programs
- Ability to multitask and handle several different situations at once
- Familiarity with or willingness to learn Positive Youth Development principles
- Must have a valid driver’s license and reliable automobile
- Basic proficiency with word processing software and internet
- Must be able to go up and down three flights of stairs for routine checks and crisis response
- Pass a criminal background and sex offender registry check

Duties and Responsibilities:

- Be on-site from 7pm – 10pm on nights assigned, and remain available to cover the overnight, from 10pm-8am, when needed, for additional stipend and handle the duties and responsibilities of the overnight house monitor’s position.
- Transport Night Owl youth from teen drop-in center to overnight facility at the start of the shift, and provide transportation to Step youth, as needed during shift.
- Establish positive relationships and maintain appropriate boundaries with program youth.
- Hold youth accountable to programs’ expectations and regulations.
- Keep programs’ staff informed of incidents or notable information through phone and/or email during shift hours.
- Interact appropriately with youth who are or have experienced homelessness and may be trauma survivors.
- Provide recreational opportunities for engagement, resource information to youth, and teach them life skills (such as meal preparation, money management, job search, anger management, etc.)
- Supervise any volunteers assisting each night.
- As needed, provide overnight youth with stored medications and complete counts of controlled medications. Document distributed medication.
- Stabilize crisis situations until intervention of on-call staff and/or emergency personnel.
- Complete building checks at specified intervals and additionally, when needed.
- Maintain log of activities and complete incident reports as needed.
- Participate in supervision meetings and clinical training as needed, for additional compensation.
- Other duties as assigned.

Compensation:

- \$35 nightly stipend for 7pm-10pm and “standby” expectations.
- Training time hourly rate of \$10/hour
- Additional stipend of \$75 when full overnight is covered, for a total of \$110 per night.