



Sitka Homeless Coalition

The Sitka Homeless Coalition is **urgently hiring** two Overnight Shelter Monitors to facilitate an emergency shelter program this winter. We are looking for applicants who are strong communicators, compassionate, confident in a crisis, and are committed to advocating for warm, safe shelter for those experiencing homelessness. **To apply to the position, please email a brief overview of why you'd be a good fit, a resume, and at least 2 references to hintonashc@gmail.com and shafferdshc@gmail.com.**

Position: (2) Overnight Shelter Monitors

Program: Emergency Shelter

Experience: Entry-Level

Hours/Compensation: This is a non-exempt, temporary, part-time position that will pay a daily rate of \$200 per 12 hour shift. If monitors work less than 12 hours. Overnight Shelter Monitors can expect to sleep nearly 5 hours of each shift. Monitors will work when the warming shelter is open (which is weather dependent). With the potential for more hours if the shelter opens more frequently. Any required additional training or time spent outside of nightly shifts will be paid at a rate of \$16.67/hr.

Purpose: To serve as an advocate for all persons experiencing homelessness by monitoring the Emergency Shelter Program and providing a safe space for shelter.

Responsibilities:

1. Understand, practice, and promote the SHC mission of providing a safe, warm shelter to those in need.
2. Understand, practice, and enforce the [Emergency Shelter Policies and Procedures](#).
3. Provide advocacy services and support to all persons experiencing homelessness and especially to all participants in the Emergency Shelter Program.
4. Promote the safety of all participants in the Emergency Shelter Program.
5. Monitor and facilitate the shelter space, including:
 - a. Nightly set-up and clean-up of the shelter;
 - b. Implementing operating and quiet hours of the shelter;
 - c. Enforcing the [Client Code of Conduct](#);
 - d. Conducting the [intake process](#) for new participants;
 - e. Responding to escalating and emergency situations according to the [policies and procedures](#); and
 - f. Completing all necessary documentation for service provision.
6. Provide intentional support and intervention strategies including crisis intervention, de-escalation, and emergency protocols when necessary.



7. Effectively refer clients to other agencies and resources, advocating directly with other agencies as needed to facilitate client use of their services.
8. Work with other staff and volunteers as a team to plan and implement a safe and peaceful shelter environment.
9. Maintain a strong form of communication with the Program Director and keep the PD fully informed.
10. Maintain a high level of ethical standards when facilitating shelter services.
11. Demonstrate enthusiastic commitment to ensuring a safe and peaceful shelter environment.
12. Understand and enact the responsibilities of being a mandatory reporter.
13. Receive and use all necessary training provided by SHC.
14. Perform other duties as assigned by the Program Director and/or Executive Director.

Qualifications:

1. Knowledge of or the desire to learn about the causes, lived experiences, and challenges of homelessness.
2. Knowledge of or the desire to learn about the intersectionality of homelessness, mental health, substance misuse, disability, and poverty.
3. Respect for and/or knowledge of different value systems and personal/cultural diversity.
4. Must be able to maintain confidentiality of residents, staff, and volunteers.
5. Must pass a criminal background check.
6. Must be self-directed, disciplined, and motivated.
7. Must be able to directly communicate with participants of the shelter, with other staff/volunteers, and with leadership/supervision in a way that others will understand.
8. Ability to work well as part of a team.
9. Ability to enact strong interpersonal, communication, and writing skills.
10. Ability to address conflict, aggression, and crises in a calm and safe manner.
11. Willingness to be trained (or have received prior training) on crisis intervention.
12. Previous experience in client facing work, crisis management, human services, community agencies, or other related nonprofit/social change organizations (preferred, but not required).

Working conditions:

1. Position works in an overnight emergency shelter environment that will operate between 8pm and 8am when the temperature is predicted to drop below 28 degrees.
2. Applicants can expect to sleep nearly 5 hours each shift. Applicants will sleep in the shelter space with the participants (it is recommended for monitors to bring their own sleep system, but gear will be available if needed). Applicants are expected to be awake during designated times to ensure safety for participants and fellow staff on duty.
3. Must be able to remain in a stationary position for extended periods of time.



4. Must be able to ascend/descend stairs.
5. Occasionally move items up to 40 pounds while ascending/descending stairs.