TRINITY ALLIANCE OF THE CAPITAL REGION
HOMER PERKINS CENTER

POSITION TITLE: Shelter Attendant

SUPERVISORY RELATIONSHIP: Shelter Attendant will work under the supervision of the Program Director

POSITION DESCRIPTION:
Supervising the program and residents; creating an environment of safety and sanctuary that will promote wellness.

DUTIES INCLUDE:
- Provide support and monitoring to all residents.
- Observe medications and document on medication logs/MARS.
- Supervise and perform UDS testing and breathalyzers.
- Provide crisis intervention when necessary.
- Facilitate appropriate classes
- Perform head counts and bed checks.
- Answer and log all phone contact and faxes received.
- Transport residents to appointments/court and outpatient treatment programs (Must have valid driver’s license)
- Conduct appropriate fire drills.
- Perform physical plant inspections and document any concerns and/or issues.
- Maintain strict confidentiality.
- Conduct room searches/inspections on shift
- Evaluate job functions of residents
- Do pick-ups from the Food Bank as needed
- Perform light office duty (i.e. filing)

EDUCATIONAL REQUIREMENTS
- Two (2) years of college
- Or, high school diploma or equivalency with six (6) months successful association with a substance abuse program or other community service experience
- Or, one (1) year of the above experience, preferably have or working on CASAC-T, CASAC