

**Job Title: Homeless Shelter Caretaker****Part-time****Job description and job responsibilities:**

The Women's and Men's Homeless Shelter Live-In Caretaker is responsible for supervision of the residence and women, men and their children who are residing at the shelter. The caretaker manages the basic operations of the homes and program including completing admission and assessment form, case management and regular checks of the home/yard to ensure cleanliness. In addition, the supervisor will communicate with shelter supervisor and in case of an immediate threat and/or emergency contact law enforcement. The caretaker will ensure all residents of the shelter are following the rules to ensure a safe, drug/alcohol free environment. The caretaker will collaborate with other community services to ensure equitable access to the shelter and quality services.

**Caretaker tasks include:**

- 1) Be available for all new incoming individuals and/or inquiries regarding the availability of a bed at the homeless shelter. If not available, a notification will be left on the shelter door as to how to reach the homeless shelter supervisor.
- 2) Review homeless shelter admission/assessment application and shelter rules with all interested people new residents and keep a signed copy of application and rules. A signed copy of the rules will be kept on file at the shelters and caretakers office.
- 3) Supervise residents and ensure rules are being followed and progress is being made on individual goals. Address any individuals who are violating rules. Document all communication with residents regarding rules violation and keep on file in the shelter and caretaker office. Communicate all violations to supervisor in a timely manner.
- 3) Post all emergency phone numbers in designated area of the house and utilize these emergency contacts as necessary.
- 4) Supervise and communicate with residents, offer assistance if necessary to keep house clean and organized.
- 5) Make reports to Department of Social Services if needed. This position is a mandatory reporter.
- 5) Document and take inventory of items in the house and report to supervisor any missing items or damage to property.