



2021-22 Winter Shelter Monitor

Position: Winter Shelter Monitor (overnight only)

Compensation: \$15/hour

Opening Date: 10/20/2021

Closing Date: 11/23/2021

FLSA Status: Non-exempt, part-time

Application Information:

To apply, complete the attached Employment Application and send to;

- By email: info@anthonysplot.org
- In person: 520 N. Spring St, Winston-Salem NC 27101

Candidates must complete all applicable background checks, including a substance abuse test, before being hired.

Position Overview:

City With Dwellings is seeking overnight monitors to provide leadership and oversight of the nightly operation of the winter shelter, which will be located at a local church facility (separate facilities for men and women guests). Position is for 24-36 hours/week. This position will report directly to Russ May and the Overflow Shelter committee of City with Dwellings. This position is located in Winston-Salem, NC.

Key Responsibilities:

- Must be available to work 12hr shifts (7pm-7am), from November 23, 2021 through March 31, 2022.
- Work and communicate well with a team of volunteers and church leaders at your shelter site.
- Assist with "front-door" security (preventing guests from coming and going)
- Provide a positive, supportive, and respectful presence within the shelter.
- Follow all procedures regarding inspections, safety, and resident wellness
- Ensure that the shelter space is in good, safe, working order.
- Effectively communicate with guests so that they understand rules, rights, and responsibilities of residing at the shelter.
- Maintain a working knowledge of all policies and procedures guiding the work of the shelters. Perform all job functions in line with these policies and procedures.
- Complete nightly reports and incident report logs (as needed) during every shift. Maintain confidentiality standards with regards to guests' records, reports, and notes.
- Perform proactive de-escalation and accommodation strategies with guests. Appropriately handle individual and group crises and conflicts.
- Follow site procedures for handling emergencies such as fire evacuation, emergencies requiring EMS, or circumstances requiring police intervention.
- Attend and participate in staff meetings and in-service training as requested.
- Assist with other, appropriate guest needs.

Candidates should substantially demonstrate the following knowledge, skill and abilities:

- Strong leadership and communication skills are essential to this position

- An ability to make “in the moment” leadership decisions (consistent with training).
- Should be able to work at a fast pace within a variety of settings and circumstances.
- Conflict management skills that de-escalate crisis situations (training is provided)
- Patience in working with challenging situations and persons.
- Knowledge of factors that lead to homelessness and conditions around mental, behavioral, and addictive illness.
- Able to relate to persons with addictive and/or mental health behaviors with sensitivity and low anxiety
- Preference to applicants who have experience of direct service with homeless or mental/addictive health population.
- Excellent active-listening skills, creative problem solving, able to prioritize and manage multiple tasks, able to work without supervision.
- Able to maintain appropriate and healthy boundaries. Conscious of the need for confidentiality.
- A passion for working with persons facing homelessness as part of a team.

Physical Requirements:

- This job requires a high level of physical exertion - including, but not limited to: lifting storage bins, pushing carts, walking, assisting people to their feet, and remaining awake and alert through a third shift position.

City with Dwellings: a Community-First Initiative *is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, ancestry, age, gender, sexual orientation, marital status, national origin, disability or handicap, or veteran status.*

Application for Employment

Date: _____

City with Dwellings: a Community-First Initiative, is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

*This application for employment is good for 90 days only.
Consideration for employment after 90 days requires a new application.*

PERSONAL:

Name:

_____ Last _____ First _____ Middle

Address:

_____ Apt/# _____ Street _____ City, State _____ Zip

Home Phone:

Social Security:

Are you legally eligible to work in the United States? (If employment is offered, documentation to verify eligibility will be required.)
_____ YES _____ NO

Are you over 18 years of age? _____ YES _____ NO

Have you been employed previously by City with Dwelling/the winter overflow shelters in Winston-Salem, NC? _____ YES
_____ NO If so, please list dates of employment:

EDUCATION:

Please indicate education or training which you believe qualifies you for the position you are seeking.

High School: No. of years completed 1 2 3 4

Diploma: _____ Yes _____ NO **GED:** _____ YES _____ NO

School(s): _____ **City/State:** _____

College and/or Vocational School: No. yrs. Completed 1 2 3 4

School(s): _____ **City/State:** _____

Major: _____ **Degrees Earned:** _____

Other Training or Degrees:

School(s): _____ **City/State:** _____

Course: _____ **Degree or Certificate Earned:** _____

If you wish to describe additional education/training experience, attach the above information for each entry on an additional piece of paper. Please comment here if additional work experience pages are included:

Professional License or Membership:

NOTE: You need not disclose membership in professional organizations that may reveal information regarding race, color, creed, sex, national origin, ancestry, age, disability, marital status, veteran status or any other protected status.

Type of License(s) Held: _____

State where License is held: _____

Professional License/Membership Expiration: _____/_____/_____

Other Professional Memberships: _____

RECORD OF CONVICTION:

City with Dwellings performs background checks at the point of hire. At that time, our personnel committee may wish to discuss any convictions during the past seven years, as it seems relevant to the position. You are welcome to include any information here about convictions during the past seven years, or to wait until the point of hire to discuss.

EMPLOYMENT HISTORY: List most recent employer first, including US Military Service.

May we contact your present employer? ____YES ____NO

If any employment was under a different name, indicate name: _____

Employer: _____ Address: _____

Telephone: _____ Position: _____

Dates of Employment: _____ Ending Salary: \$ _____
mo/yr mo/yr

Supervisor: _____ Reason for Leaving: _____

Please enter a brief description of duties:

Employer: _____ Address: _____

Telephone: _____ Position: _____

Dates of Employment: _____ Ending Salary: \$ _____
mo/yr mo/yr

Reason for Leaving: _____ Supervisor: _____

Please enter a brief description of duties:

Please enter a brief description of duties:

Please enter a brief description of duties:

If yes, please explain: _____

REFERENCES:

Professional:

1) Name: _____ Position/Title: _____

Employer: _____

Address: _____

Telephone: _____
(area) phone #

2) Name: _____ Position/Title: _____

Employer: _____

Address: _____

Telephone: _____
(area) phone #

3) Name: _____ Position/Title: _____

Employer: _____

Address: _____

Telephone: _____
(area) phone #

Personal: *(Note – Please do not include relatives/family members)*

1) Name: _____ Position/Title: _____

Employer: _____

Address: _____

Telephone: _____
(area) phone #

2) Name: _____ Position/Title: _____

Employer: _____

Address: _____

Telephone: _____
(area) phone #

3) Name: _____ Position/Title: _____

Employer: _____

Address: _____

Telephone: _____
(area) phone #

APPLICANT'S CERTIFICATION AND AGREEMENT:

I hereby certify that the facts set forth in the above employment application and any accompanying documentation provided are true and complete to the best of my knowledge and I authorize ***City with Dwellings: a Community-First Initiative*** to verify their accuracy and to obtain reference information on my work performance. I hereby release ***City with Dwellings: a Community-First Initiative*** from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

In making this application for employment, I understand that an investigative consumer report may be prepared whereby information is obtained through personal interviews with neighbors, friends or other acquaintances. Such an inquiry would include information as to character, general reputation, personal characteristics and mode of living. I have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of this investigation.

I authorize you to communicate with any and all schools, persons listed as references, former employers, courts, and any others with whom you, your representatives, agents or vendors desire to check. I agree to hold such persons harmless with respect to any information they may give about me.

I understand that submission of this application does not guarantee employment.

I understand that if offered a position with ***City with Dwellings: a Community-First Initiative***, I may be required to submit to a pre-employment medical drug screening and background check as a condition of employment. I understand that unsatisfactory results or refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that if employed, I must provide documentation verifying eligibility to work in the US. I understand that failure to provide acceptable documentation will result in termination of employment.

I agree that, should an employment offer be extended to me and accepted, I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process or during any subsequent employment period shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and remains at will; and that either I or the Employer may terminate my employment at any time with or without notice or cause.

Signature of Applicant: _____ Date: _____