**Preferences & Requirements:**

Yup'ik Speaker Preferred

Experience Working with adolescents and adults required

Willingness to work with at-risk adults

Must have basic computer skills

Must have reliable transportation (Vehicle Helpful Not Required)

Willingness to complete required training (ex. First Aid, AED, Trauma Informed, NARCAN, Etc.)

High School Diploma or GED required

Must be able to pass background check

Must not be actively receiving services from Bethel Winter House

**Hours:** 40 hours per week, 8 hour shifts, 5 shifts a week

**Job type:** Permanent position

**Pay range:** $19 an hour

**Benefits:** None

**Responsibilities:**

1. Complete Daily Front Desk Duties tasks such as
   1. Answering the phone and monitoring the cameras, make coffee for the tenants.
   2. Monitor the visitor access points, the Front Door Access and Bethel Winter House Access
   3. Oversee visiting hours to maintain building rules among tenants; checking individuals in and out, maintaining safety.
   4. Enter Data into AKHMIS
   5. Ensure that all supplies and medicine are accounted for and passed out accordingly.
   6. Receive, account for and secure all donations received during the shift, as well as provide donation receipts to donors upon request
2. Complete Daily Building Duties tasks such as
   1. Monitor common spaces with regular building walkthrough
   2. Request law enforcement officers for an immediate danger to tenants or staff, as appropriate.
   3. Ensure the safety of guests and sanitation of the building.
   4. Participate in the performance of other tasks essential to program and household operation and maintenance.
   5. Provide assessment of program participant’s immediate safety needs and perform wellness checks.
   6. Work with the tenants for laundry escort and monitoring
   7. Room Inspections and Outdoor Inspections with AFHC and INSPIRE
   8. Assist with any tenant meetings, events, or occasions, (ex. Tenant meeting, Holiday events, Fire Drill)
3. Staff, Outreach and Community tasks
   1. Maintain relationships with common referral providers, including BFC, YKHC, BPD, ONC and AVCP.
   2. Participate in Staff Meetings and supervision.
4. Willingness to model sober and non-violent behavior on and off the job.

NOTES: To be deleted once description is completed

Monitors/Residential Support Staff

Daily Duties: Front Desk, Camera Monitoring, Front Door Access, Bethel Winter House Access, 2 hour walkthrough, Coffee, Common area monitoring, Medicine *WORD*, Laundry Escort/monitoring, Appointment Reminders \*Maybe at med time\*, All Data AKHMIS, CONFIDENTIALITY IN ALL THINGS, End of shift - common space cleaning

Weekly Duties: Room Inspections w/Inspire Checklist, Supplies inventory, Medicine Audit, Outdoor Inspections w/Inspire,

Monthly Duties: Each Shift has to meet with the Housing manager for a debrief and training session, Monthly resident meeting (All setup and notification that comes along with it), Fire Drill

Occasional Duties: Holiday events, Shelter crossover events,

$19/hr - 8 individuals - 2 Monitors for 24 hours - REQUIRED

BWH Night Monitor

Responsibilities:

▪ Monitoring the activities of the guest of the shelter

▪ Ensure compliance with shelter rules and expectations.

▪ Ensure the safety of guests and sanitation of the shelter through assigned guest chores.

▪ Maintain guest attendance, collect data, complete nightly intakes with new guests.

▪ Answer shelter phone and shelter door, allowing entrance to the shelter after doors locked when necessary.

▪ Receive, account for and secure all donations received during the shift, as well as provide donation receipts to donors upon request

Residential Housing Manager - 55k plus health insurance reimbursement