

SAFESLEEP NIGHT ASSOCIATE

REPORTS TO SAFESLEEP UNITED MANAGER

Position Primary Purpose: Provides a relational presence to guests by maintaining a safe environment during the evenings and by providing compassionate care during wakeups in the morning. This position oversees the safety of our shelter and fulfills an important support network opportunity for those women who request additional support to access services.

UNITED WAY PROFESSIONAL CORE COMPETENCIES FOR ALL UNITED WAY STAFF

Mission Focused: The United Way's top priority is to create real social change that leads to better lives and healthier communities. This drives the expectation of all United Way employees' performance and professional motivations.

- **Relationship-Oriented:** The United Way understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator:** The United Way understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results-Driven:** The United Way is dedicated to shared and measurable goals for the common good: creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- **Brand-Steward:** The United Way is a steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network.
- **Organizational Culture:** Building and maintaining the positive and supportive culture of cohesive, innovative and creative partnership within our internal and external relationships and how we do business.

PRIMARY FUNCTIONS

SHELTER OPERATIONS (APPROXIMATELY 90% OF ROLE)

- **Guest support:** Basic care of guests: provide a safe, warm and restful shelter. Check in guests, secure belongings and facilitate the sleeping arrangements. Actively engage with guests to maintain a sense of connection and support.
- **Safety:** Respond to emergency situations, provide crisis intervention and institute security procedures should a critical or threatening situation arise. Provide timely and appropriate notification to police, fire, emergency medical and supervisory authorities if needed.
- **Facility support:** Oversee the house chores, facilitate laundry pick up, regularly access Good360 for supply restocking.
- **Data entry:** Document significant interactions or major changes in life status with participants in a computer database and proactively communicate with the team via email any pertinent issues or challenges.
- **Partner referral:** Coordinate and promote access to services to those guests that need additional support.
- **Volunteers:** Provide orientation, support and supervision to volunteers. Communicate volunteer needs to Volunteer Coordinator.

COMMUNITY IMPACT (APPROXIMATELY 10% OF ROLE)

- **Social Media:** Facilitate weekly postings to social media platforms promoting our own or our partners work in the community with an effort to drive awareness and ultimately engagement.
- **Monthly Newsletter:** Support Communications Team in submitting a short narrative and occasional photos to use in various digital content.

PREFERRED EDUCATION AND EXPERIENCE

Significant experience in social services, especially serving the unsheltered or other vulnerable and complex populations.

Demonstrated Abilities

- High-energy, resilient individual, who takes initiative, maintains a positive outlook and can embrace change.
- Reliable, a high level of integrity, and the ability to consistently represent United Way in a professional manner.
- Extremely strong time management skills, handling multiple tasks.
- Acts with integrity, honesty, and knowledge to promote the culture, values, and mission of SafeSleep United and United Way of the Mid-Willamette Valley
- Creative and logical problem solving, able to learn quickly
- Experience in Mac and Microsoft Windows software
- Ability to lift at least 50 lbs. unassisted

GENERAL FUNCTIONS

- **Physical:** Sitting or standing continuously for periods of four hours, communicate verbally, communicate in writing, faculty of seeing and hearing, operate keyboard. Occasional lifting up to 40 pounds. Occasional bending, squatting, at ground level. Occasional reaching above shoulder level to reach supplies overhead. Continuous use of hands in repetitive tasks such as simple grasping, twisting/turning of wrists; finger dexterity to perform various duties such as data entry, writing,. Continuous speaking and hearing for interactions with volunteers and coworkers. Continuous clarity of vision at 20 inches or less for normal daily computer tasks.
- **Mental:** Interpersonal interactions, problem solving, analyzing and evaluating, decision making, discretion/confidentiality, math skills, teamwork, handling of multiple tasks. Ability to deescalate and resolve conflict among guests as they arise. Frequent use of judgment, reasoning, patience, and negotiating in working with volunteers and coworkers.
- **Environmental:** Work is performed in an indoor environment and requires mobility, use of hands, arms, sight and hearing. May be required to travel to other facilities and various locations for job related training, meetings and events.

***NOTE:** Job descriptions are not intended, and should not be construed to be exhaustive lists of all responsibilities, skills, efforts, or working conditions associated with a job. They are intended to be accurate reflections of those principal job elements essential for making fair pay decisions about jobs.*

I have read the position description and acknowledge my understanding of the duties and responsibilities set forth therein.

Employee Signature: _____

Date: _____

Director Approval: _____

Date: _____