



8. Collaborate with the Manager of Hospitality and maintenance workers to ensure that shelter facilities remain clean, safe, and in proper working order.
9. Provide first aid to injured guests and workers.
10. Provide support for emergency medical, fire, and rescue public officials in their emergency responses for health and safety of guests and workers.

**C. DECISION-MAKING AUTHORITY**

- Determination of authorization for individuals to occupy SVdP-controlled real property, subject to review of shelter managers, the Director of Shelter and Neighborhood Ministries, and the Executive Director.

**D. CONTACTS**

	<u>WHOM</u>	<u>FREQUENCY</u>	<u>PURPOSE</u>	<u>METHOD</u>
<b><u>INTERNAL:</u></b>	Shelter Managers	Daily/As Needed	Supervision/Direction/Reporting	Oral/Written
	Executive Director	As Needed	Direction/Reporting	Oral/Written
	Maintenance staff	As Needed	Maintenance/Repairs	Oral/Written
	Other SVdP staff	As Needed	Collaboration	Oral/Written
	Manager of Volunteers	As Needed	Scheduling	Oral/Written
<b><u>EXTERNAL:</u></b>	Clients/Guests	Daily/As Needed	Provide Services	Oral/Written
	Partner Organizations	As Needed	Coordination of Services for Guests	Oral/Written
	Vendors	As Needed	Services Needed	Oral/Written
	Government Officials	Daily	Public Safety	Oral/Written
	Volunteers	As Needed	Guidance/Direction	Oral/Written

**E. EDUCATION**

**REQUIRED PREFERRED**

- Bachelor's Degree in Social Work, Non-Profit Management, or related field

**F. EXPERIENCE**

**REQUIRED PREFERRED**

- 3-5 years Experience working in emergency medical services
- Experience with and working knowledge of domestic violence, substance abuse and mental health issues, and related community resources.
- Demonstrated, successful experience working with diverse populations

**G. SKILLS REQUIRED**

- Computer/Microsoft Office software

- Oral/Written Communication
- Problem/Conflict Resolution

#### **H. OTHER JOB REQUIREMENTS**

- Maintain a driver's license with good driving record
- Act as an on-call contact outside regular working hours
- Accessibility via a mobile phone at all times
- Comply with drug-free workplace requirements
- Reliable, personal means of transportation in order to accomplish work objectives
- Work at various locations
- Work a nonstandard work week as needed
- Work evening or night shift hours as needed
- Provide coverage for other positions, shifts or functions as needed
- Must be able to lift and carry up to 35 pounds regularly
- Must be able to ascend and descend stairs frequently

**THE INFORMATION CONTAINED WITHIN THIS JOB DESCRIPTION INDICATES THE GENERAL NATURE AND LEVEL OF WORK PERFORMED BY EMPLOYEES WITHIN THIS CLASSIFICATION. IT IS NOT DESIGNED TO CONTAIN OR TO BE INTERPRETED AS A COMPREHENSIVE INVENTORY OF ALL DUTIES, RESPONSIBILITIES AND QUALIFICATIONS REQUIRED OF EMPLOYEES ASSIGNED TO THIS JOB.**

**ST. VINCENT DE PAUL SOCIETY, DAYTON, IS A DRUG-FREE WORKPLACE.**