

ST. VINCENT DE PAUL GATEWAY SHELTERS, LLC NON-EXEMPT JOB DESCRIPTION

POSITION TITLE:	SITION TITLE: Health & Safety Advocate		REPORTS TO: Manager of Safety & Security	
ORIGINATED BY:	Michael Vanderburgh	DATE ORIGINATED:	October 4, 2021	
DEPARTMENT:	Shelter & Neighborhood Ministries	LOCATION:	Emergency Shelters	
EMPLOYEE: Pri	NTED NAME	SIGNATURE	DATE	
MANAGER:	NTED NAME	SIGNATURE	DATE	

A. GENERAL SUMMARY AND PURPOSE

Health & Safety Advocates are specifically responsible for advocating the health and safety of homeless guests at our emergency shelter locations. Advocates promote a culture of safety, hospitality, service, honor, and respect among our homeless guests, emergency shelter staff, and volunteers, for the purpose of furthering the vision and mission of the St. Vincent de Paul Society. **This position is temporary, and its continuance is dependent upon sufficient funding. As of October 1, 2021, sufficient funding is anticipated through December 31, 2021.**

B. ESSENTIAL JOB FUNCTIONS

- 1. Evaluate and monitor individual and collective health and safety needs of homeless guests, providing regular written and oral reports of day-to-day shelter operations, with a particular focus on physical health, mental health, and overall safety in shelter.
- 2. Maintain guest records, including training and monitoring of staff using information systems with appropriate privacy safeguards.
- 3. Assist homeless guests with engagement in on-site and off-site health and safety activities.
- 4. Monitor shelter health and safety supplies and equipment, ensuring their sufficiency for first aid and first responder needs.
- 5. Collaborate with the Manager of Training to provide opportunities for staff development, continuing education and training for shelter operations staff.
- 6. Maintain a strict policy of confidentiality relative to clients, donors, and staff.
- 7. Compliance with organizational policies and the Code of Ethics.

- 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. <u>DECISION-MAKING AUTHORITY</u>

 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

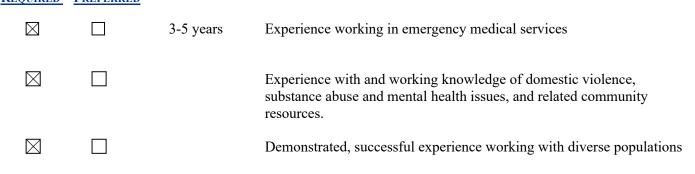
	<u>WHOM</u>	FREQUENCY	<u>Purpose</u>	METHOD
INTERNAL:	Shelter Managers	Daily/As Needed	Supervision/Direction/Reporting	Oral/Written
	Executive Director	As Needed	Direction/Reporting	Oral/Written
	Maintenance staff	As Needed	Maintenance/Repairs	Oral/Written
	Other SVdP staff	As Needed	Collaboration	Oral/Written
	Manager of Volunteers	As Needed	Scheduling	Oral/Written
EXTERNAL:	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. <u>EDUCATION</u> <u>REQUIRED</u> <u>PREFERRED</u>

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

F. <u>Experience</u> <u>Required</u> <u>Preferred</u>



G. SKILLS REQUIRED

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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
- \boxtimes 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 DRIG-FREE WORKPLACE.