

Project Roomkey Site Monitor Job Description



California Veterans Assistance Foundation, Inc.

Job Description KPR Site Monitor

Position Title: KPR Site Monitor
Reports to: Grants/HR Officer
Classification: Exempt **Category:** Part Time or Full time

Objective/purpose of position:

The Site Monitor reports directly to the Grants/HR Officer and is responsible for monitoring the activities of participants of the program and to ensure compliance with program rules and expectations. He/she is also responsible for ensuring the safety of participants and the security and sanitation of the program.

Duties & Responsibilities:

- Ensure a safe and manageable living environment for KPR participants.
- Monitors participant units, is visible and continuously interacts with participants.
- Ensures a safe, secure and efficient facility and program 24 hours a day.
- Ensures safety of participants and staff in case of fire and other emergencies.
- Initiate emergency protocols such as contacting local law enforcement, EMT, mental health or other services as necessary.
- Ensures participants compliance with policy and rules.
- Consult with Housing Navigator and/or supervisor regarding participants' personal needs, behavior and service planning.
- Check for contraband through general observation, room or package searches.
- Maintain visitor protocol and follow daily log procedures for participants.
- Follow appropriate critical incident protocol and accompanying documentation.
- Maintain a comprehensive and accurate written record of events that occur during shifts, as well as thorough incident reports.
- Conduct periodic inspections of the facility and grounds through rounds to ensure security of facility.
- Answer telephone and route calls or messages to appropriate staff. Respond to in-person and telephone inquiries from the participants.
- Receive, account for and secure food, donations or other items received during the shift and provide information to supervisor for donation receipts.
- Collect trash from units and properly dispose of items.
- Collect laundry and return to participants when cleaned.
- Attend staff meetings and trainings as directed.
- Perform other duties assigned.

Knowledge, skill & ability requirements:

- Experience in homelessness, low-income housing programs or services.
- Initiative, flexibility, self-motivated and capacity to respond effectively in stressful situations.
- Compassion, interpersonal skills, listening skills, organizational skills, problem-solving skills and time-management.
- Must be flexible with their work schedule including multiple shift work.
- Experience working with disadvantaged populations.
- Veteran status preferred.

Other:

- This position may require driving the company vehicle for company business.
 - Must have a valid California drivers' license.
 - Must be able to drive company vehicles to pick up food.
- CPR/First Aid Certification must be acquired and maintained once employed.