



## ***Southern Arizona's Premier Social Service Agency***

Old Pueblo Community Services is an EOE/M/F/VET/DISABILITY Employer

### **Shelter Monitor**

**Overnight shift 11pm -7am.**

Shelter Monitor will be available to clients on property for emergency situations and should be able to deescalate conflict. The shelter monitor must be able to work within the scope of Harm Reduction and Housing First models and be comfortable with dealing with a diverse population.

### **Employee Benefits**

Competitive Salary, Employer Subsidized Health Insurance for Employee **and Family**, Employer Matching 401 (k) plan (after 1 year), Employer Subsidized Dental Plan and Vision Plan, Paid life insurance, Employer Paid Training, 136 Hours Paid Time Off (PTO) Per Year.

***Selected by the Tucson Metro Chamber of Commerce as the best non-profit for Workforce Development in 2019, and Outstanding Non-profit in 2014.***

### **Duties and Responsibilities:**

1. Conduct daily Health and Safety Inspections of the property. Shelter monitor will complete wellness checks with clients and report back to Case Manager, Shelter Director and Administrative Assistant.
2. Be available to work as needed. Complete new client orientations, tour of property, follow policies for bed bug protocol, hand out supplies, snacks as needed.
3. Conduct rounds every hour of all public spaces.
4. Monitor the entrance to the facility.
5. Document observations of client's activities and demeanor.
6. Complete Incident Reports as necessary.
7. Other duties as assigned.

### **Qualifications:**

GED/High school diploma. Strong communication, administrative and interpersonal skills. Ability to obtain and maintain First Aid/CPR certification. Strongly motivated, show initiative and exercise critical thinking skills. Responsible and dependable, committed to a team approach. Veteran status a plus. Valid Arizona driver's license a plus.

### **Job Status**

Full Time

### **Pay Rate**

**\$15.00 - \$16.95 - \$18.90**

### **Pay Comments**

Salary based on experience.

In accordance with pay transparency, the salary reflected in this posting is the full salary range for this position. Individual placement within the range is based on the candidate's current experience, education, skills, and abilities related to the position. Salary placement is typically between the minimum and mid-point of the salary range.

**We are willing to train those who are passionate about helping people and willing to go the extra mile to help the client.**

### **Mail Resume/Application to:**

Ms. Jeanie Pike  
HR Director  
Old Pueblo Community  
Services  
2323 S. Park Ave  
Tucson, AZ 85713

### **Email Resume/Application to:**

**hr@helptucson.org**



Employment References, drug screen and background check are conducted pre-employment.