



St. John the Evangelist Homeless Shelter

Job Title:	Safety/Security Intern	Supervisor:	Program Manager
Department/Group:	St. John Homeless Shelter, Inc.	Job Code/ Req#:	
Location:	411 St. John Street	Travel Required:	Minimal
Level/Salary Range:	No compensation	Position Type:	2 Available Positions, Seasonal (October-May) 4pm-10pm, 12-30 hours/wk
HR Contact:	Alexia Wood, Executive Director	Date posted:	June 18, 2015
Will Train Applicant(s):	Yes	Posting Expires:	September 30, 2015
External Postings:	Shelter website		
Internal posting URL:	www.stjohnhomelessshelter.org		
Applications Accepted By:			
FAX OR E-MAIL: (920) 436-9765 or awood@sjehs.org Subject Line: Attention: Alexia Wood Re: SJEHS Security Intern		MAIL: Alexia Wood St. John the Evangelist Homeless Shelter PO Box 1743 Green Bay, WI 54305 Attention: SJEHS Security	
Job Description			
ROLE AND RESPONSIBILITIES			
<p>Responsibilities for this seasonal, internship position include providing a seasonal, overnight shelter for homeless adults and provision of services to the homeless population. The primary focus of this position is for the safety of guests, staff, and volunteers.</p> <ul style="list-style-type: none"> • Perform guest background checks at time of intake and if need for possible re-check determined. Print copies for guest file and notify Lead of completion or pending results. Monitor open warrants routinely. Record any potential parole and /or probation violations to Lead and record on sign-in sheet or notify law enforcement per shelter policy and procedures. • Answer door: record approved volunteer entry to, and exit from shelter. Deny entry to shelter of unapproved guest or volunteers. • Perform and record routine check of internal and external premises of building throughout shift: routinely insure secure entry/exit doors. Patrol outside campus of facility for individuals; contraband, etc. Notify staff when leaving and returning to building. • Log guest sign-in and sign-out sheet daily- note times; take head count on routine shift checks. • Complete all shelter forms, logs and records accurately and timely. • Monitor guests outside for scheduled cigarette breaks. • Perform weapon/alcohol drug checks on guests upon entry to shelter. Confiscate all alcohol, open beverage containers, weapons, medication(s) not signed in and discard all open beverage containers or alcohol containers. Monitor guest and facility for alcohol and weapon possession throughout shift and respond based on shelter rules. • Responsible for effectively handling guest corrective behavior as deemed necessary based on shelter 			



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policy and procedures. Escort guest outside if incident occurs when necessary and per shelter policy and procedure.

- Responsible to handle altercations, disruptive or potentially dangerous behavior; notify law enforcement if deemed necessary
- Monitor and operate shelter security camera system. Properly save and transfer video files.

QUALIFICATIONS

- Pursuing Associate or Bachelor's Degree in Criminal Justice
- Prefer GPA of 3.0 or higher
- Accurate and complete recording of data
- Desires working with the following issues: mental health, substance abuse, safety, security, low income and/or homeless populations, and health care

ABILITIES

- Maintain Confidentiality
- Establish and maintain professional boundaries with guests and coworkers
- Effectively communicate corrective behavior needs, actions and consequences to guests in a clear, positive, and discreet manner with a focus on desirable behavior as needed

PHYSICAL/VISUAL/MENTAL DEMANDS:

Position requires ability to respond effectively to staff, guests, collaborative agencies and volunteers with questions and concerns in areas of responsibility. Various behaviors need to be dealt with effectively. Ability to hear and see the work environment; being alert and able to respond to matters requiring immediate attention including hazards and risks to the shelter guest, staff, volunteers and environment. Must have a good command of the Internet, MS Word, Excel, Access, database software, and office equipment for communication purposes. Individual must effectively monitor, maintain, and record information of shelter security system. Physical access to all areas of facility necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NATURE OF SUPERVISION RECEIVED:

Works under the direct supervision of the Lead support staff who in turn works under the direction of the Program Manager. Direction from the Lead is to assign and monitor completion of duties, assist in prioritization of tasks, offer assistance, guidance, explain need for any corrective behavior, and train as necessary. Regular meeting with Program Manager will occur to assure intern receives the best quality experience possible.

Reviewed and Approved By:	Alexia Wood	Date:	June 23, 2015
Last Updated By:	Angela Mihalko	Date/Time:	June 23, 2015