



JESUS CENTER

**Position Description:
Sabbath House Night Position**

Reports to: Director of Services

Purpose

The Sabbath House staff night position is from 11:15pm-7:45am and is responsible for maintaining a safe environment, data entry, completing staff reports/ shift notes. This position requires a person to be able to multi-task, maintain patience, treat all guests with dignity, and to guide each individual toward self-sufficiency.

Duties and Responsibilities:

- Complete all necessary paperwork, data entry, office work, staff reports and shift notes.
- Process emergency referrals from Police, Catalyst, or Pastors.
- Answer phone calls with discretion, professionalism, and maintain confidentiality.
- Room checks every 30 mins.
- Ensure guests follow the rules and policies of the Sabbath House.
- Follow through with all assigned tasks.
- Maintain intake packets.
- Oversee safety and security of guests and the shelter.
- Check inventory of supplies and prepare list for Director
- Leave copies of necessary forms in Director of Services box; bed chart, supply list, service work schedule, etc.
- Crisis management

Qualifications:

- A relationship with Jesus Christ
- Strong communication skills
- At least 1 year of clean/sober time.
- Have a valid California Driver's License
- Must have a High School diploma or GED
- Commitment to working as a team
- Basic computer knowledge i.e. Microsoft Word, Excel, Outlook, etc.
- Ability to delegate tasks in a positive manner
- Not on probation or parole
- Flexibility in schedule

Skills:

- Computer knowledge.
- Data entry.
- Attentive to details.
- Critical thinking.
- Good communication skills.
- Crisis management.
- Able to follow through with assigned tasks.
- Team player.