

Gregory House Programs

Job Title: Transitional Housing Care Attendant -On Call

Employment Type: On Call

FLSA Status: Non-exempt

Department: Transitional Housing

Reports To: Transitional Housing Director

Job Summary

Primary Responsibilities: Under the supervision of the Transitional Program Manager provides a safe, secure and healthy environment for residents; assists residents in maintaining a healthy atmosphere and compliance with program rules; and assists residents with problems or concerns.

Essential Duties:

- Promote a safe environment for program participants.
- Strictly and fairly enforce the program rules; monitor activities of residents and visitors; report infractions to the case manager or program manager in a timely manner.
- Maintain up-to-date documentation, including daily shift notes, incident reports, etc.
- Ensure participant confidentiality.
- Prepare rooms and bathroom for new occupancy: packing and tagging previous occupant's belongings, cleaning the room, and preparing supplies (bedding, toiletries, etc.) as needed.
- Property maintenance: help monitor acceptable level of cleanliness and clutter; check and report anything that needs to be fixed.
- Monitor resident(s) medication compliance as needed.
- Provide cross coverage for staff that are ill or on vacation.
- Attend transitional housing meetings.

Other Duties:

- Keep basic inventory for each room: furniture, appliances, and linens.
- Assist the Housing Case Managers in their duties.
- Assist the Executive Director, Clinical Program Director, Transitional Program Manager, and Transitional Housing Case Manager in their duties as required.

Working Conditions: Indoors

Supervisory Responsibilities

This job has no supervisory responsibilities.

Behavioral Characteristics

- Initiative -- Job requires a willingness to take on responsibilities and challenges.
- Service Orientation -- Actively looking for ways to help people.

