



POSITION: Safety Staff

SUPERVISOR: Engagement Center Manager

CLASSIFICATION: Part-time, Hourly, non-exempt

LTHC MISSION: Lafayette Transitional Housing Center, Inc. (DBA LTHC Homeless Services) is a non-profit organization which provides housing, offers supportive services and other opportunities that will support housing stability for people who are experiencing homelessness in our community. Our mission is to provide housing and services to individuals, families and Veterans in Greater Lafayette who are experiencing homelessness so they may secure income and permanent housing.

POSITION SUMMARY: The Safety Staff create an atmosphere of good hospitality for anyone facing a housing crisis and using LTHC's supportive services to become housed. They will reinforce this by providing non-judgmental supervision, leadership, and support services to LTHC guests and staff.

ESSENTIAL FUNCTIONS

- Enforce program rules, policies and procedures, in a respectful manner, in order to provide a safe, dignified and respectful atmosphere
- Monitor:
 - behavior of the guests at LTHC
 - vehicle traffic entering and leaving properties
 - security cameras
- Conduct regular rounds of facility and interact with guests in a positive manner
- Ensure that all persons on the property are enrolled in LTHC services
- Ensure that all safety policies and procedures are upheld and followed
- Communicate regularly with Shelter Staff regarding suspicious activity
- Educate staff and guests on safety procedures
- Provide any necessary proactive crisis interventions
- Identify and ensure proper and timely documentation/notification of any safety concerns, emergencies, situations or general maintenance needs of the facility and grounds to ensure compliance with any and all safety, regulatory and health standards
- Complete reports to management, as needed, using daily logs, forms, google drive, email, and phone calls

Additional Responsibilities:

- Attend meetings, as required
- Develop and maintain appropriate behavior/boundaries with shelter guests and staff
- Understand harm reduction and apply to the guests of LTHC
- Communicate with supervisor on recommendations for changes or additions to safety procedures
- Maintain confidentiality of all guests enrolled in LTHC services
- Ensure the Engagement Center is cleaned each day upon departure of guests
- Assist in determining if Emergency Medical Services are warranted for guests
- Contribute to a positive work environment
- Follow policies and procedures

- Must maintain philosophy of the TEAM Approach (Together Everyone Accomplishes the Mission)
- All other tasks assigned by supervisor deemed necessary and is beneficial to the program and guests

QUALIFICATIONS AND REQUIREMENTS

- High school diploma; or, a minimum, one year experience in a related field
- Must be at least 21 years of age
- Mental health first aid, peer recovery or similar training for mental health or substance use disorder, preferred
- Passion for Human Services and servant leadership
- Serve as a passionate and informed advocate for ending homelessness
- Ability to work independently and as a part of a team
- Ability to remain calm and focused during stressful situations
- Ability to establish and maintain professional relationships with guests
- Experience working with individuals who are experiencing homelessness and/or at-risk of homelessness. preferred
- Strong written and verbal communication skills
- Strong computer and data entry skills

PHYSICAL REQUIREMENTS

To perform the essential functions of this job, the employee is regularly required with or without reasonable accommodation to stay alert, sit, stand, bend and reach with manual dexterity sufficient to operate standard office machines such as computers, fax machines, copier, telephones and other office equipment. May require lifting up to 50 pounds. Requires normal range of hearing and vision.

ACKNOWLEDGEMENT

Acknowledgement of this position description does not constitute a contract of employment. This position can be modified at any time for any reason by the management of LTHC Homeless Services.

Employee Signature: _____

Date: _____

CEO _____

Date: _____