



# JOB OPENING

**JOB TITLE:** On-Call Arcadia Shelter Monitor  
**DEPARTMENT:** Homeless Services  
**SUPERVISOR:** Arcadia Program Manager  
**STATUS:** On-Call  
**Pay Grade:** 1

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**OUR MISSION:** Restoring hope, building futures, and strengthening our communities through programs with youth, young adults and families.

**JOB SUMMARY:**

Nexus Youth and Families' Arcadia Young Adult Shelter serves young adults (ages 18-24) who are experiencing homelessness. The shelter provides a safe, indoor space for young adults to spend the night. The Shelter Monitor works overnight shifts and ensures a safe environment for young adults overnight by monitoring the behaviors and interactions of program participants.

Nexus Youth and Families operates from a harm reduction philosophy and strives to be a supportive, welcoming, non-judgmental environment for all young people served, regardless of the current challenges they may be facing.

**ESSENTIAL RESPONSIBILITIES, DUTIES AND TASKS:**

1. Provide direct service to youth with a focus on under-served and hard-to-serve populations.
  - a. Ensure clients' daily needs for food, clothing, hygiene, etc. are met
  - b. Help clients advocate for their needs, including assistance connecting with resources and navigating systems.
2. Build and maintain consistent, healthy boundaries with program participants.
3. Utilize a strengths-based approach working with youth in day-to-day provision of services to hard-to-reach or hard-to-engage populations.
4. Maintain safety and supervision of all youth in the drop-in and shelter program at all times.
5. Maintain documentation of youth and activities. Communicate regularly with Program Manager about day-to-day operations, program development and implementation, and areas of concern as they arise.
6. Maintain cleanliness of NEXUS facilities and surrounding property on a daily basis.
7. Complete incident reports as necessary

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**EDUCATION and EXPERIENCE:**

Requires the following:

1. AA in social services or related field **AND**;
2. Two years' experience with at-risk youth. Experience with and understanding of street culture required;

**MINIMUM QUALIFICATIONS:**

1. Willingness and ability to work with people from a variety of racial, cultural, educational and economic backgrounds with various lifestyles, sexual orientations, and of all ages;
2. Ability to maintain confidentiality.
3. Ability to communicate clearly both written and verbal.
4. Proof of negative TB Test or x-ray.
5. Current CPR and First Aid Certification.
6. HIV/AIDS training.
7. Current Food Handlers card.

**SAFETY HAZARDS OF THE JOB:**

- Intermediate safety hazards.
- Potential violence and/or maltreatment from clients.

**PHYSICAL DEMANDS/WORKING CONDITIONS:** This position works in a shelter environment, 95% of the time with clients, and the remaining time on a computer or in meetings. Work involves physical movement throughout the facility. Position requires employee to lift/carry 20-35 pounds occasionally, and push/pull 20-35 pounds occasionally. Position has the ability to sit/stand as needed.

**HOURS & COMPENSATION:** This is an on-call position. Compensation for this position is placed on Grade level 1.

**TO APPLY:** Applicants should submit a resume with a cover letter to [DelethaWr@nexus4kids.org](mailto:DelethaWr@nexus4kids.org).

**CLOSING DATE:** Open Until Filled.

**Nexus Youth and Families is committed to equal employment opportunity in all employment practices for all individuals without regard to race, religion, color, national origin, sex, age, handicap, marital status, or veteran status.**