

SNOHOMISH COUNTY JOB DESCRIPTION

TEMP - SHELTER COORDINATOR

Spec No. 9223

BASIC FUNCTION

Guide, assist and support clients transitioning to stability by carrying out the day-to-day operations at emergency shelter locations as part of a multidisciplinary team. The shelter coordinator is responsible for supporting clients while ensuring program and facility safety, conducting intakes and discharges, and resident transportation, as needed.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Supports the comfort of clients; performs and documents daily shift activities as required by program policies, contract stipulations and professional standards.
2. As part of ensuring compliance with shelter rules, monitors clients' physical movements within the facility.
3. Collaborates with on-site medical team, on-site security team, and on-site management.
4. Diffuses disruptive behaviors through problem solving, and or verbal de-escalation and correction as needed; conducts contraband control and confiscation procedures.
5. At the direction of the shelter manager, conducts physical grounds and facility safety checks; Assesses, and reports internal and external facility conditions with regard to safety, sanitation and security concerns; ensures compliance with all health/hygiene, safety and maintenance requirements.
6. Assists shelter management in the preparation for all inspections, program reviews, and internal/external accreditation audits.
7. Assists in the completion of intake and discharge procedures for all shelter residents.
8. Helps conduct program orientations for newly arrived residents; explains client's rights, shelter rules and expectations.
9. Prepares informational and incident reports as necessary.
10. Assists in and/ or monitors the delivery, storage, preparation and service of meals.
11. Assists in the storage and monitoring of resident medications per prescribed protocol.
12. Transports residents to outside activities in accordance with program policies and contract stipulations.
13. Attends scheduled staff meetings, program meetings as appropriate or upon request and completes required trainings.

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14. Participates in work groups and committees organized by the shelter manager and other external agencies as appropriate.

STATEMENT OF OTHER JOB DUTIES

Performs related duties as required.

MINIMUM QUALIFICATIONS

Associate's Degree in human services, criminal justice and/or corrections, or related field; AND two (2) years of experience in human services, criminal justice and/or corrections, or closely related field; OR any equivalent combination of training and/or experience that provides the required knowledge and abilities.

SPECIAL REQUIREMENTS

Must have TB testing done within three days of hire (or bring in verification). Annual screening required thereafter.

Valid Washington State Driver's License is required.

Candidates for employment must successfully pass a criminal background investigation.

KNOWLEDGE AND ABILITIES

Knowledge of:

- diverse populations, with sensitivity to differences in culture, religion, sexual orientation, race, age, and physical and mental illness
- crisis intervention techniques

Ability to:

- promote and model teamwork and collaboration with co-workers
- work in partnership with case managers and Office of Neighborhoods to achieve program goals and provide high impact services to shelter residents
- deal courteously, professionally and tactfully with internal and/or external partners, agencies and the public
- respond responsibly in emergency and crisis situations
- work effectively in a constantly changing environment
- effectively relate to individuals from a variety of social, economic, ethnic and racial backgrounds

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SUPERVISION

Employees independently perform duties assigned by the Emergency Coordination Center and the Shelter Manager; ultimately supervised by the director or designee.

WORKING CONDITIONS

This is a temporary position hired during periods of heightened activity, such as activation of the ECC. Work may be performed throughout Snohomish County. Site locations could include emergency shelters, food banks and meal programs, cold weather shelters, isolation and quarantine sites, and other locations as needed. May use and/or be exposed to commercial low grade janitorial and laundry chemicals. Potential exposure to bodily fluids, escalated situations, and unpredictable behavior. Site coverage is 24 hours per day; 7 days per week. Each employee will typically be assigned an 8-hour shift Employees may be required to work weekends, graveyard shift, swing shift and holidays as assigned; and be available via phone during off-hours.

Physical demands:

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Must be able to lift upwards of 25 lbs.
- Must wear safety protective equipment as required (i.e., safety glasses, gloves & foot protection).
- Must be able to sit or stand continuously for up to 8 hours per day.
- Must be able to bend, squat, kneel, and reach out and above shoulders.
- Must be able to climb stairs.

Snohomish County is an Equal Employment Opportunity (EEO) employer. Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: June 2020

EEO Category: Paraprofessionals

Pay Grade: 235 – Classified Pay Plan

Workers Comp: Hazardous