

Shelter of Flint, Inc.

Job Posting

Position: ON CALL Resident Specialists – Looking for 4-5 candidates to provide coverage as needed for emergencies, schedule time off requests of staff or additional support when needed.

Compensation is \$14.00 per hour for hours worked.

General Schedule: ON CALL – Weekday, Weekend and holiday

1st shift (8 am – 4 pm),

2nd shift (4:00 p.m. to Midnight) or

3rd shift (12:00 a.m. to 8:00 a.m.)

General Statement of Duties: Completes all shifts facility and program related activities.

Specific Responsibilities:

- Complete daily census of clients in residence
- Daily review of client files
- Weekly audit of client files
- Perform daily facility checks
- Provide wake up calls for clients and issue bus passes
- Take crisis calls, provide referrals
- Distribute client medications
- Update client contacts in case files
- Transfer exited client files into archives
- Strip beds and clean rooms of clients who exit on third shift
- Complete agency/client laundry
- Update with staff on a daily basis regarding relevant client activities and facility issues
- Other duties as assigned

Applicant Requirements:

- Associate's Degree preferred in social work, criminal justice or other related field
- Minimum two years experience in social work, criminal just or other related field
- Excellent verbal/non-verbal/written communication skills
- Excellent time management skills
- Empathetic listening skills
- Accuracy in reporting and statistical tabulation
- Work well both independently and as part of a group
- Ability to remain awake and alert on shift
- Reliable transportation