

MARINERS INN

Title: Shift Monitor **Effective Date:** 10/09/2000
Classification: Non-exempt
Status: Full time

Reports To: Shift Monitor Supervisor

Reviewed Date: 7/1/13, 3/2/15, 8/8/16

Supervises: None

Revised Date: 03/02/2015, 12/6/2016

RESPONSIBILITIES:

- Answer telephones, screen phone calls, take messages.
- Telephone intake referrals
- Transport clients to meetings and appointments (as assigned by Supervisor)
- Screen, review house rules, provide intake process for new clients.
- Monitor surveillance equipment
- Attend to clients' requests.
- Record and log new medication for clients.
- Monitor the taking of, record dosage and time taken for each client's medication.
- Greet visitors, monitor guests and visitors with log and sign-in sheet.
- Administer breathalyzer tests and drug screenings as needed.
- Conduct regular fire and building security checks.
- Monitor clients in the building.
- Responsible for keeping copies of needed forms available.
- Receive client belongings, tag and log receipt and ensure that client receives.
- Ability to lift 15-20 lbs.
- Ability to use a computer up to 8 hours at a time and be able to use the Electronic Health Records system.

QUALIFICATIONS:

- Valid Driver's License and ability to obtain a driver's clearance from the Michigan Secretary of State on an annual basis.
- High school diploma or GED equivalent required
- Ability to operate a computer and use the internet to send and receive email
- Strong writing and basic computer skills
- Ability to communicate clearly and concisely in written and oral presentations
- Ability to meet the physical, mental and visual standards of the job
- Professional and friendly demeanor, excellent interpersonal and organizational skills
- Ability to multi-task in a high-paced work environment
- Ability and willingness to work in a manner that will not needlessly endanger the safety of one's self, other persons and equipment.
- Ability to establish and maintain harmonious working relationships with fellow workers, clients and the general public.
- Ability to use time management skills to prioritize and handle multiple tasks
- Ability to work unsupervised

Salary Range: \$14.00/hour

Cover Letter and Resume should be emailed to humanresources@marinersinn.org by January 31, 2018. No hard copies via mail and/or faxed. Email attached materials only! Please Type position applying for in the subject line.