

MARINERS INN

Title: Shift Monitor (Part Time – Midnight)	Effective Date: 02/10/12
Reports To: Shift Monitor Supervisor	Reviewed Date: 03/02/15, 5/8/2017
Supervises: None	Revised Date: 07/01/13, 03/05/15

RESPONSIBILITIES:

- Monitor clients in the basement area
- Assist with answering telephones, screening phone calls, and taking messages.
- Attend to clients' requests.
- Assist with providing services to clients
- Administer breathalyzer tests and random drug screenings as needed.
- Conduct regular fire and building security checks.
- Assist with assembling intake packets.
- Ability to lift 15-20 lbs.
- Ability to use a computer for at least 4 hours at a time and be able to use the Electronic Health Records system
- Other duties as assigned by Shift Monitor Supervisor

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
- Ability to work a flexible schedule between 12am – 8am (days may vary)

Cover Letter and Resume should be emailed to humanresources@marinersinn.org by June 16, 2017. No hard copies via mail and/or faxed. Email attached materials only! Please Type position applying for in the subject line.