Unique People Services
Job Description

Job Title: Relief Worker
Department: Crown Residence
Reports To: Program Director
FLSA Status: Non-Exempt
Prepared By: HR Director
Revised Date: 9-23-09

SUMMARY: Responsible for the safe operation of the program and ensuring that all residents are provided with a safe and comfortable environment during the night/weekend shifts.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Monitor the overall operation of the program on the night/weekend shifts.

- Ensure that all house rules are adhered to by the residents.

- Provide support services to residents.

- Monitor and control the departure and arrival of all residents, guests and visitors

- Make regular checks of residential areas to ensure order and safety.

- Provide effective intervention to deal with crises.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Associates preferred, but may be substituted by a High School Diploma/GED in the human services field with experience working with the homeless, persons with HIV/AIDS, substance abusers, or the mentally ill, preferably in a congregate residential setting. Must be a computer literate team player with excellent client-contact and crisis intervention skills, and be willing to work nights and weekends. Spanish is a plus, as is a working knowledge of HASA and New York City low income housing mark. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

 NOTE: This job description reflects management's assignment of essential and secondary functions. It does not prescribe or restrict the tasks that may be assigned. Tasks are subject to change at any time due to reasonable accommodation or other reasons.

E-mail resumes: recruit@uniquepeopleservices.org with Word document attachments. Only applicants being considered for an interview will be contacted. Unique People Services is an Equal Opportunity Employer.