



Gardenview Overnight Support Staff

DEPARTMENT: Gardenview Tiny House Village

REPORTS TO: Gardenview Program Manager

HOURS: Full Time, 28-36 hours per week. Overnight and weekend hours required. Full employee benefits.

SALARY: starting \$23/hour

This position supports operations at Gardenview Tiny House Village to help maintain a safe environment for all shelter guests. This position works closely with all Shelter Staff and Case Managers to support shelter guests during their stay.

Responsibilities:

- Act as a support for guests on site. Direct guests' concerns and questions regarding the program to the Gardenview Shelter Supervisor or Program Manager.
- Provide an on-site presence, monitoring Gardenview Tiny House Village and its surrounding areas. Oversee the arrival and departure of all outside contractors and entities on site to ensure safety. Maintain logs and complete incident reports.
- Communicate inventory and supply needs of the Village.
- Assist in maintenance of the communities shared spaces including laundry, hygiene facilities, dining spaces, and tiny houses.
- Ensure guest adherence to Village Agreements and all other related policies. Ensure safety and well-being of the guests. The purpose is to assist with deterring theft, violence, vandalism, illegal activities or other unsafe situations.
- Monitor activities and appearance, and perform light-maintenance and janitorial of all common areas, entry, kitchen, community space, bathrooms, grounds and the perimeter of the site.
- Respond to emergencies on site, perform frequent grounds checks. Call 911 in case of emergencies such as fire or injuries. Alert Road2Home management of all incidents.
- Perform other responsibilities as assigned.

Qualifications:

- Post high school education is preferred, but not required.
- Knowledge of and experience with issues of homelessness, poverty, addiction, domestic violence and recovery.
- Sensitivity to cultural diversity in all forms, required.
- Experience in de-escalation or conflict management and knowledge of trauma informed care and harm reduction, preferred. Must possess a strong sense of ethics, professional boundaries, and an inviting demeanor.
- Able to use judgment to make independent decisions.
- Boundary setting and self-reflection skills.
- Ability to establish and maintain rapport with program guests, staff, and volunteers



- Ability to interact effectively as a team member and independently with R2H staff and with a diverse guest base.
- Effective interpersonal communication skills--both written and oral--for communication with colleagues, guests and outside agencies.
- Ability to use Google Suite Applications including Docs, Sheets, Gmail, and Calendar.
- Ability to acquire WA Food Handlers Card.
- Ability to successfully pass pre-employment drug and criminal background screenings.
- Ability to report as regularly scheduled to the work site.

Physical Demands and Environmental Conditions:

- Intermittent high stress environment.
- Standing 40%; walking 40%; sitting 20%; ability to walk up and down stairs.
- Medium to heavy lifting, up to 30+ lbs.
- Possible exposure to a variety of illnesses.
- Inclement weather conditions require attendance for all scheduled shifts. Indoor and outdoor work will be needed.
- Ability to rapidly deal with emergency situations.