

# Rescue Mission of Trenton

## Position Description

**Job Title:** Emergency Shelter Associate  
**Reports to:** Director of Emergency Services  
**Job Title(s) Reporting To This Position:** N/A  
**FLSA:** Non-Exempt

### Position Overview

Under supervision of the Director of Emergency Services the Emergency Shelter Associate aids in the provision of emergency services and maintains shelter safety and security during assigned shift.

### Qualifications For Position

Education: High School Diploma or GED

Skills and Abilities: Active listening, critical thinking and persuasion

Other Requirements: Valid driver's license

Machines: Computer, Software Programs (Excel, HMIS, Shelter Sign-in system, Logbook)

### Job Specific Duties & Responsibilities

#### Client Services

- Assists with intake and sign in of shelter clients
- Assists with meals, showers, distribution of personal hygiene kits , clothing and other shelter activities as directed
- Encourages client participation in shelter activities including support programs, outreach, and case management
- Monitors and observes client activities and redirects clients as necessary

#### Documentation

- Initiates timely documentation of services delivered
- Prepares and maintains records and reports including updated the daily newspaper
- Reviews intake records to ensure all necessary documentation is complete according to established policies and procedures

#### Safety

- Tours physical facility to ensure safe, clean, and orderly environment for staff, clients, residents, and visitors
- Assists with evacuations during drills and emergencies
- Notifies appropriate staff of facility equipment issues

#### Miscellaneous

- Transports and accompanies clients to appointments as requested
- Attends all ESA meetings and Staff Trainings as required
- Performs other duties as assigned

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This form is designed to identify the "Physical Requirements" of a particular job. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Individuals who pose a direct threat or significant risk to the health and safety of themselves or others in the workplace, because physical requirements cannot be eliminated or reduced by reasonable accommodation, will not be considered qualified for employment. This document is not an employment contract.

PHYSICAL REQUIREMENTS	EQUIPMENT AND TOOLS																																											
<p>✓ <b>Check which of the following best describes the position</b></p> <p><input type="checkbox"/> <b>Sedentary work</b> - Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.</p> <p><input checked="" type="checkbox"/> <b>Light work</b> - Exerting up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg control requires exertion of forces greater than that of sedentary work and if the worker sits most of the time, the job is considered light work.</p> <p><input type="checkbox"/> <b>Medium work</b> - Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.</p> <p><input type="checkbox"/> <b>Heavy work</b> - Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.</p> <p><input type="checkbox"/> <b>Very heavy work</b> - Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.</p> <p>✓ <b>Check essential physical requirements of the job:</b></p> <table style="width: 100%; border: none;"> <tr> <td><input checked="" type="checkbox"/> Climbing</td> <td><input checked="" type="checkbox"/> Balancing</td> <td><input checked="" type="checkbox"/> Stooping</td> </tr> <tr> <td><input checked="" type="checkbox"/> Kneeling</td> <td><input checked="" type="checkbox"/> Crouching</td> <td><input checked="" type="checkbox"/> Reaching</td> </tr> <tr> <td><input checked="" type="checkbox"/> Standing</td> <td><input checked="" type="checkbox"/> Walking</td> <td><input checked="" type="checkbox"/> Pushing</td> </tr> <tr> <td><input checked="" type="checkbox"/> Pulling</td> <td><input checked="" type="checkbox"/> Lifting</td> <td><input checked="" type="checkbox"/> Fingering</td> </tr> <tr> <td><input checked="" type="checkbox"/> Grasping</td> <td><input type="checkbox"/> Tactile sense</td> <td><input checked="" type="checkbox"/> Repetitive motions</td> </tr> <tr> <td><input checked="" type="checkbox"/> Seeing</td> <td><input checked="" type="checkbox"/> Hearing</td> <td><input checked="" type="checkbox"/> Talking</td> </tr> <tr> <td colspan="3"><input checked="" type="checkbox"/> Visual acuity (color, depth perception and field of vision)</td> </tr> </table>	<input checked="" type="checkbox"/> Climbing	<input checked="" type="checkbox"/> Balancing	<input checked="" type="checkbox"/> Stooping	<input checked="" type="checkbox"/> Kneeling	<input checked="" type="checkbox"/> Crouching	<input checked="" type="checkbox"/> Reaching	<input checked="" type="checkbox"/> Standing	<input checked="" type="checkbox"/> Walking	<input checked="" type="checkbox"/> Pushing	<input checked="" type="checkbox"/> Pulling	<input checked="" type="checkbox"/> Lifting	<input checked="" type="checkbox"/> Fingering	<input checked="" type="checkbox"/> Grasping	<input type="checkbox"/> Tactile sense	<input checked="" type="checkbox"/> Repetitive motions	<input checked="" type="checkbox"/> Seeing	<input checked="" type="checkbox"/> Hearing	<input checked="" type="checkbox"/> Talking	<input checked="" type="checkbox"/> Visual acuity (color, depth perception and field of vision)			<p><b>List equipment and tools operated and the frequency of use:</b>            (Those which cannot be delegated to a co-worker.)</p> <p>Company Vehicles:</p> <p>Equipment: Computer, printer, copier, scanner, calculator, keyboard</p> <p>Tools:</p> <p>Other:</p> <p style="text-align: center;"><b>WORKING CONDITIONS</b></p> <p>✓ <b>Check which working conditions the employee is subject to:</b></p> <p>Physical Conditions:</p> <table style="width: 100%; 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