

ANEW Place
Champlain Inn Staff

Low barrier temporary housing for our homeless neighbors

Reporting directly to Shelter Coordinator, the Champlain Inn Staff are responsible for maintaining a safe and supportive environment for all guests at ANEW Place's low barrier facility. The Champlain Inn provides beds for approximately 50 individuals in 34 units. Our goal is to provide a safe supportive environment while encouraging basic sanitation and health while the COVID-19 challenges persist.

Specific responsibilities:

- Treat all guests, volunteers, and staff with dignity and respect which includes supporting the guests in their personal pathways to recovery and well-being.
- Review and follow employee guidelines as outlined in the ANEW Place Employee Handbook.
- Make yourself aware of and follow all the latest COVID-19 staff procedures which include but are not limited to those shared by the CDC, VT Department of Health, and VOSHA.
- Be aware of process for identifying COVID-19 symptoms in both guests and staff and steps for moving guests towards isolation.
- Monitor guests which includes daily wellness checks, personal safety, and have basic needs met.
- Conduct hourly patrols to attend to the cleanliness and security of the premises.
- Provide crisis intervention and conflict resolution as needed.
- Enforce guidelines and policies which may include guest dismissals.
- Report any facility or safety concerns promptly to the Shelter Coordinator.
- Work with other staff to identify guests who need higher level supervision and/or resources than our organization can provide.
- Act immediately in the event of an emergency by contacting the appropriate agency and directing guests to safety as necessary.
- Complete daily documentation in the form of shift reports, daily temp chart, incident reports warning charts, and other documentation as needed.
 - Assist with day to day operational tasks such as serving meals, distribution of basic needs and supplies to clients, cleaning and disinfecting the staff offices, shared bathrooms, and common space.
- Maintain certifications in CPR and First Aid (trainings provided by ANEW Place).
- Act professionally and maintain guest confidentiality at all times.
- Attend staff meetings and trainings as requested.
- Complete other tasks as assigned by Shelter Coordinator, Executive Director, and/or Shift Leader.

Apply at <https://www.anewplacevt.org/employment.html>

Two shifts available:

- **Evening, 5:00pm- 1:00am. We are hiring for all evening shifts weekends and weekdays.**
- Overnight, 12:30am-8:30am