



GREGORY HOUSE PROGRAMS

JOB DESCRIPTION

Position Title: Housing Aide

Date: 4/10/2021

FLSA Status: Full Time, Non-Exempt

Supervised by: Program Director

Primary Responsibilities: Under the supervision of the Program Director, provides evening or weekend coverage of the Community Residential Program residence(s); provides a safe, secure and healthy environment for program participants; assists participants in maintaining a healthy atmosphere and compliance with house rules; collects income documentation, monthly rent and assists residents with problems or concerns.

Essential Duties:

- Promote a safe environment for program participants: strictly and fairly enforce the Program Agreement, monitor activities of residents and visitors and report infractions to the GHP Case Managers.
- Maintain up-to-date documentation in CaseWorthy: document encounters, shift notes, inspections and incidents by the end of each shift.
- Collect income documentation to determine participant rent calculation, collect rent, and create payment plans with participants if necessary.
- Prepare rooms and bathroom for new occupancy: packing and tagging previous occupant's belongings, cleaning the room, and preparing supplies (bedding, toiletries, etc.); complete walk-thru with participant upon entry to program, and at exit.
- Property maintenance: conduct unit inspections and help monitor an acceptable level of cleanliness and clutter in rooms and in common areas; notify appropriate persons if action is needed, and check and report anything that needs to be fixed.
- Provide cross coverage for staff that are ill or on vacation.
- Attend meetings and trainings as scheduled.
- Ensure client confidentiality.

Other Duties:

- Keep basic inventory for each room: furniture, appliances, and linen
- Assist the Transitional Housing Case Managers in their duties as requested
- Assist the Executive Director and Program Director in their duties as required.

Working Conditions: Indoors

Work Hours: Evenings, nights, and week days and weekends

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Equipment Use: Standard office equipment

Physical, Mental, and Communication Demands: Requires use of discretion and judgment; requires working to established procedures, maintaining reliable work attendance; may require working under minimal supervision; requires verbal communication skills and following oral and written instructions.

Skills/Knowledge: In addition to meeting the mental, physical, and communication demands listed above, requires knowledge of substance abuse and mentally ill issues.

Education/Experience: High school diploma or GED with a minimum of 2 years of experience in HIV, homelessness, mental health and/or substance abuse, preferably dealing with medical and behavioral health issues.

Acknowledgment

I have read and understand the contents of this job description. I will perform the above duties to the best of my abilities.

Employee Signature

Date

Approved by: _____

Date: _____

The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.