



Egan Warming Center

Volunteer Behavioral Care Lead

Job Description

Goal:

To provide a safe orderly and comfortable space to care for guests with behavioral or mental health needs.

Reporting:

Behavioral Care Lead reports to the Site Lead
Behavioral Care volunteers report to the Comfort Lead

Specific Duties:

- Coordinate with Safety and Security Lead
- Call Cahoots, police or 911 as necessary, after consulting with site lead
- Communicate with next shift and other sites regarding guests with significant behavioral issues who need to be monitored closely
- Maintain a sanitary environment
- Dispense water, fluids and light snacks as needed
- Distribute over the counter medications upon requests
- Track the use and distribution of supplies
- Review resource information

Special Considerations:

1. One experienced lead and one assistant will be sufficient, but that two people will be needed during each of the three shifts as a matter of safety.
2. In addition to trained agency staff, Red Cross mental health crisis volunteers should be recruited.

Basic Shelter Schedule:

5:00 PM	Site Prep: Site Lead and Facility Liaison report
5:30 PM	Set Up: Area Leads report
6:00 PM	Shift ONE Volunteers Report (Shift ONE: 6:00 PM – 10:30 PM)
7:00 PM	Shelter Opens for guests

10:00 PM	Lights Out for guests
10:00 PM	Shift TWO Volunteers Report (Shift TWO: 10:00 PM - 6:00 AM)
5:30 AM	Shift THREE Volunteers Report (Shift THREE: 5:30 AM – 9:00 AM)
6:00 AM	Wake Up guests
6:30 AM	Begin Check Out procedures
8:00 AM	Close Shelter & Clean Up
9:00 AM	Lock Up Facility