



Egan Warming Center

Volunteer Health Care Lead

Job Description

Goal:

To provide a clean, comfortable space, and to care for guests who are sick and have special needs.

Reporting:

Comfort Lead reports to the Site Lead

Health Care Volunteers report to the Health Care Lead

Specific Duties:

- Set up comfort room area
- Train and supervise volunteers
- Post site with health posters (wash hands, cough in elbow, etc.)
- Assess sick individuals to decide whether they need to be seen by a doctor or transported to urgent care or an emergency room
- 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
- Regular monitoring of the comfort room

Shift Specifics:

Shift ONE: Set-up; check temps with fever strips (health station just beyond intake); offer fluids

Shift TWO: Monitor and assess sick guests; offer fluids. Shift TWO Health Lead could double as community room/resource lead.

Shift THREE: Give sick guests info regarding clinics, doctors; clean sick room and disinfect surfaces; re-stock supplies.

Special Considerations:

- Follow up with doc who was at training and wanted to recruit other docs.
- Have docs on call?
- Recruit nurses.
- Have list of clinics and docs who will take referrals.

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