DuPagePads Interim (Overnight) Housing Program

Position: Interim (Overnight) Housing Site Monitor Volunteer

Summary: Responsible for actively monitoring the common areas: sleeping area, hallways, bathrooms to ensure a safe environment for clients; as well as responding to emergencies, phone calls and to insure clients are adhering to rules and regulations.

Responsibilities:

• Shifts are: 8:30pm-11:30pm, 11:30pm-2:30am or 2:30am-5:30am
• Work on a team of 2-3 volunteers to monitor the site each shift
• Ensure the overnight site is safe, secure, actively monitored and free of disturbances
• Accept clients that are approved for “Late Arrival” after 10pm by referring to the Late Arrivals List and Volunteer Shift Log at each site
• Ensure any persons arriving after 10:00pm and not on the approved late arrival list is not permitted into the site for ANY reason due to safety and security risks
• Contact DuPagePads Help Line (800.353.0852) with questions, concerns, incidents, call to 911 or information regarding an issue and/or crisis
• Contact 911 for an immediate crisis, health concern, etc.
• Complete a DuPagePads Incident Report if warranted
• Wake up clients prior to 6:00am on the Early Wake Up List
• Refer to the DuPagePads Volunteer Handbook as needed

Knowledge and Skills:

• Excellent engagement and interpersonal skills
• Strong presence and confidence when giving information
• Problem solving skills and works well with others
• Possess a desire to give back to one’s community and help those in need

Qualifications:

• Must be 18 years of age
• Must register as a DuPagePads Volunteer
  o All volunteers will be checked against the National Sex Offender List
• Complete the DuPagePads Volunteer Training (online or in-person) and participate in ongoing available trainings

More Information:
DuPagePads.org
https://dupagepads.org/solutions/volunteer/volunteer-opportunities/

Please Contact:
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