



## 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](#)
  - Must pass a background check performed by DuPagePads
- Complete the DuPagePads Volunteer Training (online or in-person) and participate in ongoing available trainings

### More Information:

[DuPagePads.org](http://DuPagePads.org)

<https://dupagepads.org/solutions/volunteer/volunteer-opportunities/>

### Please Contact:

Josie Mattern, Volunteer Coordinator

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