



TITLE: RESIDENTIAL AID

BACKGROUND: Urban Strategies, Inc. (USI) is a Brooklyn based 501c3 non-profit, social service agency that endeavors to continuously strive to promote, empower, enhance, motivate, and contribute to the general well-being of the youth and families in the community at large in New York City. The organization is committed to addressing the critical issues throughout New York City such as homelessness, unemployment, childcare, hunger, and education. USI is hiring a number of positions for a temporary shelter site in Brooklyn, NY.

POSITION SUMMARY:

Single Adult monitors have a dual security and maintenance role. These individuals are licensed security professionals responsible for monitoring clients and ensuring the safety of the facilities and Single Adults. Single Adult monitors will also have food safety certification and assist in the handling of food and maintenance of the facility.

QUALIFICATIONS:

- High School Diploma/ GED
- Computer literacy- skills in Microsoft Suite.
- Proper certification as follows: NYS Security License, Eight and Sixteen Hour
- Certificates, NYC Fire Safety Coordinator (F24) and First Aid and CPR Certificate, NYS Food Handler Certificate
- Non- High School Graduate must have two years' experience.
- Good writing and communication Skills.

RESPONSIBILITIES:

- Monitor the security of the entire facility implementing the surveillance system and rounds.
- Ensure the safety of all residents and staff.
- Document all residents, staff and visitors entering and exiting the building; complete census forms, report all incidents, and log all events in the Facility Logbook.
- Facilitate resident new admissions and exits.
- Record all daily census reports in the CARES system.
- Generate and submit nightly rosters to funding sources.
- File all paperwork relating to shift coverage.
- Provide a professional greeting to all visitors and callers.
- Generate and submit all incident reports, which include detailed information of the incident and names of the first responders (i.e. police, ambulance, fire department, ACS, political parties, news).
- Ensure the lobby and front of the building are cleared at all times.
- Prevent loitering in all areas within and surrounding the building.

- Assist with fire drills/emergency evacuations.
- Assist custodial and security staff with the maintenance and security of the facility.
- Distribute mail to staff.
- Enforce the curfew regulation and facilitate room checks and hourly rounds.
- Facilitate the food distribution process including receiving food delivery, light food preparation (no cooking), serving food, and disposal of trash.
- Implement all programmatic needs as necessary and outlined by the Director and Funding Sources.
- Responsible for partial Intake Assessment including but not limited to; Client Code of Conduct, Facility Rules and Regulations, and VDP form

Annual salary range is \$40,000-\$45,000.

Candidates interested in the position should submit a cover letter, resume, and three references to USINYJobs@rfwconsultants.com with “Residential Aid Position” in the subject line by Friday, November 4, 2022 by 5pm.