

2nd Check in

- 1. Assist with check in, work along with outside rover.**
- 2. Strip beds and make up for clients.**
- 3. Check in with Co-op manager and watch who's going and coming from there.**
- 4. If needed stand inside to help supervise our clients.**
- 5. Work with clients with special needs, who have been released from the ER or the Hospital.**
- 6. Build a rapport with the clients to be able to check with them and know what is going on inside and outside of the shelter.**
- 7. Be able to phone dispatch for police or a medical emergency. If necessary stand by client in need. Then if needed have the clients personal information ready for EMT's.**
- 8. Other duties as assigned.**