

Check-In

1. Check Shelterware for messages.
2. Set-up for opening, print bed assignments, sign in sheets, shower list, volunteer sign in sheet.
3. Show volunteers around and answer any questions they may have.
4. Have volunteers set up tables and chairs.
5. Check outside with clients and rover.
6. Check in clients using Shelterware and assign bed if necessary.
7. Do complete check in for new clients when needed.
8. Label all meds, alcohol, etc to be stored in the locked cabinet.
9. Keep showers moving along so we can get done early.
10. Assist clients with needs and wake up calls if needed.
11. Document all incidents, wake up calls, any other important messages on the Shelterware program.
12. Log in all donations.
13. Laundry - keep it going at all times.
14. Check and stock all bathrooms.
15. Check in with clients during walk thru, bag check process.
16. Keep all aisles clear.
17. Keep clients safe and comfortable while staying in shelter.
18. Turn off TV at 10:00 pm
19. Assist clients when requested if possible.
20. Know and enforce shelter rules, give written warning or ask client to leave for the night.
21. Hand out and document all medication given out to the clients.
22. When storing money for a client, put it in envelope after counting and write name, date, bed number, and amount on outside of envelope. Always document when the client asks for money from the envelope, with the date and amount disbursed. Also record in Shelterware on computer.
23. Explain policies and rules to new clients.
24. Keep up on TB tests (cards), help remind clients to get tested.
25. Direct and assist volunteers with tasks needed.