



814 N. Kentucky Ave.
Lakeland, FL 33801

Est. 1979
talbthouse.org

Phone: 863-687-8475
Fax: 863-802-1182

Talbot House Shift Manager

Position Description: Looking for a part time weekend shift manager/shelter monitor with the potential of becoming full time. Flexibility a must to cover any shift any day, including holiday coverage. The Shift manager/Shelter Monitor is in charge of managing the routines/rules and policies of a homeless shelter that serves a population who may be experiencing homelessness due to substance abuse/addiction, mental health disorder, family disruption, legal issues, etc. These duties include security watch, medication dispensing, managing and coordinating residents for job duty assignments, and following the procedures outlined in the 24 hour building schedule. Other duties include contacting local law enforcement and EMS in cases of emergency, writing shift reports, coordinating resident activities including residential and overnight guests. The shift manager is also responsible for providing information to the public and assisting donors and volunteers accordingly. The Shift manager will report to Facilities Director.

Physical requirements: Walking/standing for majority of duration of shift
Some bending/stooping/sitting

Qualifications: GED High School diploma
Basic Computer skills/email
Ability to handle stressful situations/crisis management
Ability to communicate effectively with residents, guests, other social service and public service personnel as well as the general public. Demonstrates respectable boundaries and work ethic.

Job Type: Part-time

Salary: \$10.00 /hour

Job Location: Lakeland, FL

Required education: High school or equivalent

Required experience: Security: 1 year

To apply for position: Call Calisha at 863.687.8475, ext. 117

Through the love of God, Talbot House Ministries provides those in need with immediate basic services and opportunities for life renewal.

