

Dormitory Supervisor Job Aid

READ THIS ENTIRE JOB AID BEFORE TAKING ACTION

Reports to:	Shelter Shift Supervisor
Reporting to you:	Dormitory Team Members
General job overview:	Provide a welcome atmosphere to shelter clients and answer any questions. Oversight of all dormitory activities and any dormitory staff. The Dormitory Supervisor will fulfill all the duties of Dormitory Team members in the absence of additional dormitory staff.
Knowledge and training:	ARC Shelter Fundamentals, ARC Shelter Supervisor Course, Psychological First Aid: Helping Others in Times of Stress

INITIAL ACTIONS

- Begin an ICS 214 form documenting work start and end times, any notable occurrences and activities completed during your shift.
- Review
 - Cabarrus County Sheltering SOG
 - Shelter Rules
 - Dormitory Supervisor Job Aid
 - Dormitory Team Member Job Aid
 - Dormitory Map
- If facility equipment or furniture need to be moved, make note of original configuration and coordinate with Facility Rep to discuss best method of storage.
- Set up cots in dormitory space.
 - Walkways need to be a minimum of 36" wide.
 - Place accessible cots with one side along a wall if possible and ensure there is a minimum of 36" of space along a cot to allow an individual space to transfer from a mobility device.
 - Designate space for single men, single women, and families.
 - Note which cots would be best suited to those individuals with special medical and functional and access needs.
- Ensure adequate trash cans/bags are available in the Dormitory Area.
- Complete assigned portion of the Dormitory Map and submit to Registration Supervisor. Make a copy for the Dormitory Team if possible.
- Attend opening brief with Shelter Manager.
- Review shelter registration rules and completion of ICS 214 forms with dormitory staff.
- Distribute necessary forms to staff.

DAILY SHELTER OPERATIONS
<input type="checkbox"/> Sign in and out at the Staff Area, including leaving for breaks.
<input type="checkbox"/> Complete an ICS 214 documenting your shift start and end times, any notable occurrences and activities completed during your shift.
<input type="checkbox"/> Ask unfamiliar individuals entering the Dormitory Area if they are registered at the Registration Area.
<input type="checkbox"/> Direct clients to assigned cots (reference dormitory map).
<input type="checkbox"/> Monitor the capacity of the dormitory area and notify the Shelter Shift Supervisor when approaching capacity.
<input type="checkbox"/> Create and manage a schedule for the shower facilities (if available).
<input type="checkbox"/> Create an information “hub” where messages, information, shelter rules and schedules will be posted. <ul style="list-style-type: none"> • Updates to information about the incident should first be cleared by release by the County PIO and/or the EOC. • Information posted on the “hub” should be approved by the Shelter Shift Supervisor. • Consider what locations and alternate formats would best serve shelter clients.
<input type="checkbox"/> Post schedules on the information hub for the following: <ul style="list-style-type: none"> • Quiet hours • Lights out • Mealtimes and menus • Showers (if applicable) • Shelter Manager briefings
<input type="checkbox"/> Educate shelter clients on the shelter rules and enforce them, when necessary, to ensure a safe and secure shelter for all.
<input type="checkbox"/> Ensure clients are respecting the boundaries of other clients and other clients’ belongings.
<input type="checkbox"/> Remind shelter clients to check out at Registration before leaving the shelter.
<input type="checkbox"/> Conduct or assign staff to perform regular walk throughs of dormitory and bathroom facilities and notify the Shelter Shift Supervisor of concerns and potential issues.
<input type="checkbox"/> Direct clients with medical, behavioral or other concerns to the appropriate staff.
<input type="checkbox"/> Refer anyone who expresses interest in volunteering to the Shelter Shift Supervisor.
<input type="checkbox"/> Notify Logistics Supervisor of any supply needs.
<input type="checkbox"/> Periodically check with Registration Team for updates to the Dormitory Map.
<input type="checkbox"/> Create and distribute staff contact list (give copy to Shelter Shift Supervisor).
<input type="checkbox"/> Review ICS 214 forms for accuracy and completeness and submit to Shelter Shift Supervisor.
<input type="checkbox"/> Conduct shift change briefing with oncoming Dormitory Supervisor.

SHELTER CLOSING ACTIONS
<input type="checkbox"/> Attend closing brief with Shelter Manager to receive instructions and timelines for shelter closure.
<input type="checkbox"/> Brief Dormitory Team Members on what cleaning and closing actions will need to be taken.
<input type="checkbox"/> At shelter closing: <ul style="list-style-type: none"> • Disinfect and fold up cots. • Clean and return furniture or equipment in shelter areas back to their original configuration. • Collect and return all shelter supplies. • Remove and return all signs posted in and around dormitory area. • Ensure all trash is placed in garbage bins and that bins are emptied.
<input type="checkbox"/> Ensure that the Dormitory Area has been thoroughly cleaned.

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| <input type="checkbox"/> Inspect the Dormitory Area to ensure all shelter signage has been removed. |
| <input type="checkbox"/> Perform final walk through of Dormitory Area. |
| <input type="checkbox"/> Notify Shelter Shift Supervisor of any damages to the shelter facility that cannot be resolved prior to closure. |
| <input type="checkbox"/> Turn in all remaining paperwork to Shelter Shift Supervisor or Shelter Manager. |
| <input type="checkbox"/> Participate in debrief. Contribute to AAR report and Plan of Improvement as requested by EM. |

LOGISTICS SUPPLY LIST

Dormitory setup: Cots, blankets, and pillows, measuring tape, trash cans, trash bags, dormitory signage, painters' tape

Client supplies: Hygiene kits, feminine hygiene items, hand sanitizer, diapers and disposable wipes, durable medical equipment, batteries

Cleaning supplies: Broom, dustpan, Swiffer and Swiffer WetJet Pads, disposable gloves, mop, bucket, paper towel, all-purpose cleaner, bleach

Office supplies: Pens, notebook, post-its, markers, scissors, stapler

Personal supplies: Agency ID, mobile phone and charger, comfortable closed toe shoes, water bottle, snacks, flashlight