

# Uintah County

## Job Description



<b>Title:</b>	Shelter Relief Worker	<b>Code:</b>	704
<b>Division:</b>	Administration	<b>Effective Date:</b>	3/07
<b>Department:</b>	Shelter	<b>Last Revised:</b>	3/07
<b>FLSA Cat:</b>	Non-Exempt	<b>Pay Grade:</b>	1

### GENERAL PURPOSE

Performs **entry level labor, routine and semi-skilled tasks** as needed to assist in shelter operations.

### SUPERVISION RECEIVED

Works under the close supervision of the Shelter Manager

### SUPERVISION EXERCISED

May provide general direction volunteers and inmate laborers.

### ESSENTIAL FUNCTIONS

Greets individuals or families, making them feel comfortable using the shelter. Performs necessary steps needed for a resident's intake to use the shelter.

Responsible for the security and safety of the shelter.

Ensures residents and the public obey the shelter rules.

Must be able to operate various office equipment.

Performs other duties as required.

### MINIMUM QUALIFICATIONS

1. Education and Experience:
  - A. Sufficient education and training to demonstrate an aptitude or ability to perform above and related duties;

AND

  - B. One (1) year of general construction or general work experience;

OR

  - C. An equivalent combination of education and experience.
  
2. Required Knowledge, Skills and Abilities:
 

Basic knowledge of public relations; telephone and interpersonal communication etiquette; general office maintenance and practices; operation of personal computer (Windows); operation of standard office equipment; some knowledge of basic mathematics; some knowledge of basic public relations.

Skill in the use of communications equipment.

Ability to work independently and deal effectively with stress caused by continuous public contact; operate standard office equipment; communicate effectively, verbally and in writing; perform basic mathematical calculations; operate standard office equipment; effective working relationships with supervisors, fellow employees, and the public.

3. Special Qualifications:

Must be able to comply with applicable county and departmental policies and safety.  
Must be at least 18 years old.

4. Work Environment:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, and lifting. Talking, hearing and seeing required to safely perform essential functions. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving. Continuous travel in automobile or heavy equipment required in job performance.

\*\*\*\*\*

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)