



**DamascusWay**  
The Road To Freedom

## Shift Coordinator - Overnight

**Reports to:** Site Director

### **Core Responsibilities:**

The primary responsibilities of the overnight Shift Coordinator include: (1) Ensuring the security and safety of the facility. This includes monitoring and caring for the wellbeing of the residents that are currently housed at Damascus Way. (2) Providing administrative support to the Reentry Coordinators, Site Director and the Executive Director. (3) Conducting basic facility cleaning and preparation for the upcoming day of operation.

### **Detailed Responsibilities:**

- Provide Coaching, Mentoring, and Spiritual leadership to residents and collaborative partners
- Master and convey the Mission, Vision, and Values of Damascus Way
- Serve with excellence in a fast pace, high stress environment
- Uphold facility and program policies
- Conduct site and facility walkthroughs and resident check-ins on an hourly basis
- To Dust, Vacuum, Mop, and Wipe down the facility
- To take out trashes and recyclables
- Keep facility grounds clean during all seasons including clearing snow on walkways in Winter
- Provide coaching, light meals for residents that work late nights
- To ensure breakfast and lunches are ready for residents
- Conduct Urine and Breathalyzer Analysis
- To execute excellence in verbal and written communication
- Draft Incident/Termination reports, Conduct verbal and written violations
- To provide support to Reentry Coordinators with scheduling, planning and coaching residents
- Manage incoming/outgoing mailings
- To have a working and growing knowledge of community resources, Department of Correction policies, and collaborative partnerships
- Write letters to previous and future residents
- Other tasks as assigned by the Executive Director and/or Site Director

*The shift leader must agree with and adhere to Transform Minnesota's Statement of Faith, Core Values and Code of Conduct.*