

Code Purple Job Descriptions

Responsibilities (All Shifts):

- Provide a safe and welcoming environment for guests
- Check on assigned guests in rooms
- Manage to go snacks by ensuring they are given out by staff as requested
- Assist with managing use of showers and facilities
- Assist caseworkers in providing assistance to guests
- Provide general assistance to keep things calm and orderly
- Provide necessary assistance in cleaning public spaces on a regular basis
- Perform covid screening/temperature checking for anyone entering the building
- Ensure COVID protocols are met by asking guests to wear masks/social distancing in common areas; wipe down commonly touched areas and tables and chairs after used by guests
- Reports to Code Purple Coordinator

Additional Responsibilities by Shift

Day Time Shift: (7am - 4pm)

- Ensure breakfast is served and cleaned up for congregate shelter
- Provide activities as needed or requested for guests using congregate space
- Coordinate computer usage for guests
- Assist Caseworkers in ensuring guests are able to access proper transportation to and from the hotel

First Night Shift: (3pm - 12am)

- Set up evening congregate space and ensure safe and quiet as evening progresses
- Provide assistance with checking in overnight guests (both hotel and congregate space)
- Ensure dinner is served and cleaned up for congregate shelter
- Provide activities as needed or requested for guests using congregate space
- Coordinate computer use for guests
- Involve assigned Code Purple Coordinator with anything that is escalating or out of your comfort zone to manage
- Ensure each guest staying in congregate shelter space has their own cot, sheet, and towel

Overnight Shift: (11pm - 8am)

- Involve assigned Code Purple Coordinator with anything that is escalating or out of your comfort zone to manage
- Provide assistance for emergency drop-off or arrivals of guests (including emergency intake and entry processes)