



EXPANDED VILLAGE STAFFING MODEL

A Tiny House Village with capacity for **150** clients would include:

- 2 Shelter Operations Managers
- 2 Case Manager Supervisors
- 6 Case Managers
- 3 Behavioral Health Specialists
- 20 Security Monitors (4 per shift)

A Tiny House Village with capacity for **250** clients would include:

- 4 Shelter Operations Managers
- 2 Case Manager Supervisors
- 10 Case Managers
- 5 Behavioral Health Specialists
- 32 Security Monitors (6 per shift)

STAFFING PLAN - 250 CLIENTS

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

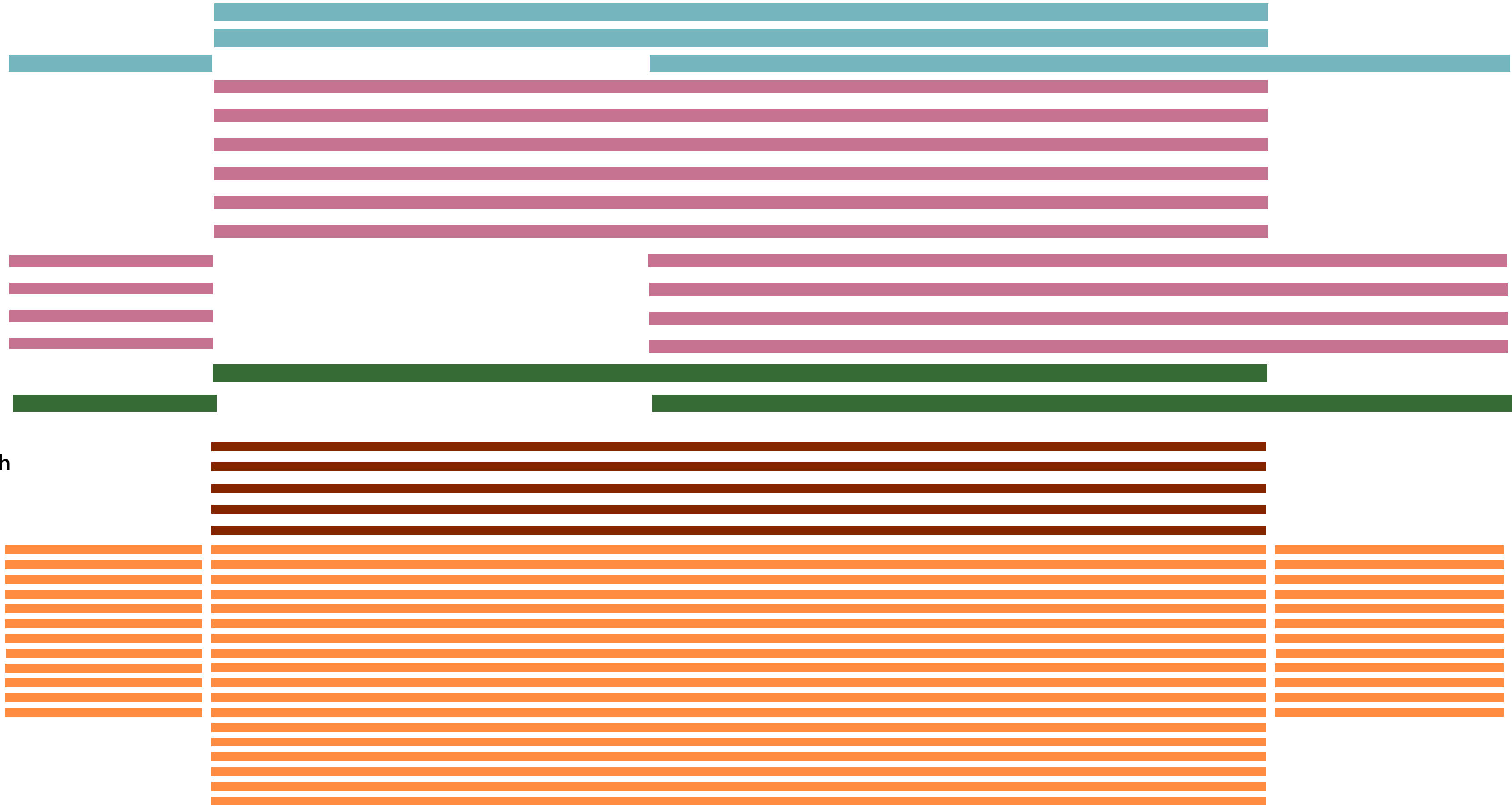
Shelter
Operations
Managers

Case
Managers

Case Manager
Supervisors

Behavioral Health
Specialists

Security
Monitors



SHIFT PLAN - WEEKDAY

Time:	8am	9	10	11	12	1	2	3	4	5	6	7	8pm	4	3	2	1	12	11	10	9	6	5	7		
Shelter Manager		[Teal Block]																								
Shelter Manager					[Teal Block]																					
Shelter Manager									[Teal Block]																	
Case Manager (3)		[Pink Block]																								
Case Manager (3)						[Pink Block]																				
CM Supervisor (1)		[Green Block]																								
Behavioral Health (5)		[Brown Block]																								
Security Monitor (6)	[Orange Block]																									
Security Monitor (6)									[Orange Block]																	
Security Monitor (6)														[Orange Block]												

SHIFT PLAN - WEEKEND

Time:	8am	9	10	11	12	1	2	3	4	5	6	7	8pm	4	3	2	1	1 2	11	1 0	9	6	5	7				
Shelter Manager (1)					[Teal Block]																							
Case Manager (4)				[Pink Block]																								
Case Manager Supervisor (1)				[Green Block]																								
Security Monitor (6)													[Orange Block]															
Security Monitor (6)	[Orange Block]																											

These shifts would be distributed to different staff members throughout the weekend to ensure 24/7 staff coverage that is responsive to all client needs.



SUPPORTIVE SERVICES

Case managers support clients in securing IDs, social security cards, birth certificates, housing applications, move-in costs, family reunification, SNAP benefits, DSHS applications, VA benefits, income (ABD, SSDI, resume building, job applications), language assistance and translation, and transportation (ORCA, UBER, Hopelink, King County Metro).

Behavioral health specialists provide services for mental health, substance use disorder, and counseling, and refer clients to outpatient care such as medication-assisted treatment (MAT) when needed.

Through case managers and behavioral health specialists, clients also receive referrals to external mental health services, substance use services, primary care physicians, dentists, and occupational therapists.



CODE OF CONDUCT

The Low Income Housing Institute (LIHI) asks that all program participants follow a Code of Conduct to ensure a safe, respectful, and harmonious community. Adherence to these guidelines is a requirement for continued participation in the shelter program. These rules help maintain a supportive environment for everyone and outline expectations for behavior, safety, and program compliance.

- Case management participation is mandatory to remain in compliance with program expectations.
- Alcohol, illegal drugs, and marijuana are prohibited in all public areas of the shelter and surrounding neighborhood.
- No loitering, trespassing, or disturbing neighbors. Participants must respect the property and surrounding community.
- Visitors and guests are prohibited.
- All participants must comply with all shelter, property, city, and state regulations and policies.

SAFETY PROTOCOLS: CAMP SECOND CHANCE VILLAGE

- ★ Emergency Exits (4)
- Security Cameras (32)
- Security Offices (2)

