

JOB DESCRIPTION

AWAKE NIGHT STAFF

Revised 5/27/09

The overall responsibility of the Village Awake Staff is to be awake from the hours of 10pm. to 9am to support the needs of the children during their sleeping hours. Awake Overnight Staff works with youth in a licensed Foster Care program during the overnight shift.

RESPONSIBLE TO THE PROGRAM DIRECTOR

RESPONSIBILITIES:

Night time is often a difficult time for our youth – nightmares and anxiety are common. The Awake Overnight Staff provides comfort and safety to our youth. As with all positions at The Village, the Awake Overnight Staff works in partnership with youth to help them understand their challenges, and work together to create solutions.

SPECIFIC DUTIES INCLUDE:

- Documentation: Nightly logging regarding children's behaviors, incidents, maintenance requests, medication charting and ordering, if needed, food-service/supply ordering.
- Supervision of Children: Consistently aware of physical location of clients throughout the night, making room and bed checks if needed. Observing peer interactions and intervening when interactions are inappropriate.
- House Cleanliness: Oversee and participate in cleaning of the living unit. Ensure morning tasks are completed; inspect for health and safety hazards.
- Counseling Skills: Develop rapport with children based on trust, facilitate peer communication and support in the milieu, and instill a clear sense of personal boundaries.
- Limit Setting: Enforce rules of the Village and program in a manner that is consistent other team members and the program. Follow supervisory directives.
- Team Relationships: Ability to provide support and direct communication to team members in order to work out problems and create a sense of trust with teammates. Has the ability to work through individual differences. Utilize consistent youth care practices cooperatively with team members.
- Health and Medical Supervision: Supervise youths' nightly and morning health needs, particularly in completing the morning toilet routines, communicate illnesses to Staff and Village Supervisors, distribute and chart medication, apply first aid and carry out similar health-related responsibilities. Check the medication charts for errors within the month and alert team members to any needed corrections before the month is out.
- Crisis Intervention: Respond to crisis situations according to agency protocols and individual treatment plans. Clearly exhibit the ability to be proactive in defusing of deescalating crisis situations. Work collaboratively to communicate necessary steps to provide safe containment. Implement Pro-ACT® principles effectively.
- Must maintain strict confidentiality related to client, staff and other Agency information.
- Other duties as assigned by supervisor.

- Must be both physically and emotionally capable of performing all essential functions of position, including staying awake through the night hours.

QUALIFICATIONS:

- BA/BS strongly preferred
- At least 21 years of age
- Valid CDL, clean driving record, the ability to be insured by TCV insurance policy
- California Dept of Justice and FBI fingerprint clearance
- Ability to excel as part of a team
- Drug tested