

SHELTER, INC.

Job Description

Overnight Worker

ESSENTIAL FUNCTION

Supervise residents throughout the night and assist residents within agency policies, procedures and practices to assess their needs.

SPECIFIC DUTIES

RESIDENT SUPERVISION AND TEACHING

1. Remain awake throughout the overnight shift to expedite job responsibilities.
2. Supervise bedtime and morning routine activities of all residents.
3. Assist and teach residents concerning living skills and acceptable social behavior.
4. Set appropriate limits and provide an adult role model from which the residents can grow and develop.
5. Assist in providing transportation as needed.
6. Provide resident intake interviews as required.
7. Relate to the residents in a supportive manner.
8. Respond to crisis situations as recommended in the Procedure Manual.
9. Complete periodic bed checks as instructed by Coordinator.
10. Comply with agency policies and procedures and the Department of Children and Family Services "Code of Ethics for Child Welfare Professionals."

HOUSE MANAGEMENT

1. Assist and teach residents maintenance of their own bedrooms and other areas of the facility.
2. Perform required maintenance tasks on the house and outside areas.
3. Assist and teach residents, as required, in the preparation of breakfast.
4. Check house to make sure it is secure and safe.

PROGRAM ADMINISTRATION

1. Implement group home routine as designated in the Group Home Procedure Manual.
2. Maintain required records and logs for each resident.
3. Be available for in-service training.
4. Carry out all duties as designated by the Coordinator.

Shelter, Inc.
Job Description, p.2
Overnight Worker

INTAKE

1. Responsible for on-call requests for services from individual crisis situations referred from the answering service and assessing whether or not placement is indicated.
2. Responsible for providing referral services when placement is not indicated.

ACCOUNTABILITY

Overnight Workers shall be supervised and directly accountable on all matters to the Coordinator or the Senior Worker/Assistant Coordinator in the absence of the Coordinator.

HOURS OF EMPLOYMENT

Hours and days shall be scheduled by the Coordinator according to the needs of the program.

JOB QUALIFICATIONS

1. Must be at least 21 years of age in accordance with the Illinois Department of Children and Family Services Licensing Standards of Group Homes.
2. High School diploma or equivalent required; undergraduate degree in Human Services and residential experience desired.
3. Must meet Child Care Facility Driver requirements in accordance with the Illinois Department of Children and Family Services.
4. Must have a valid driver's license, an automobile, and adequate automobile insurance.
5. Must become certified in CPR and First Aid within six months of employment.
6. Must complete a Medical and T.B. test providing proof of results.
7. Must be fingerprinted by the State of Illinois and must submit to a full Background Check through the Illinois Department of Children and Family Services.
8. Must submit official educational transcripts from the last school in which a degree was awarded.
9. Ability to lift 40 lbs.

Shelter, Inc.
Job Description, p.3
Overnight Worker

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; and use hands to handle or operate objects. The employee is occasionally required to climb or balance, stoop, kneel, crouch, lift, reach with hands or arms and run. The employee must occasionally lift and/or move up to 40 lbs. The employee must be capable of working a varied shift schedule. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in the assigned facility, and occasionally in vehicles, meeting rooms both in the facility and at other agency sites.

CLASSIFICATION STATUS

This is a non-exempt position.