



Job Description

Job Title: Awake Night Staff

Status: Non-Exempt, Full time
 Non-Exempt, Part time
 Non-Exempt, Temporary

GL/WC Code: AZ 5335/8804A
 CA 5335/8804
 NV 5335/9040

Location: _____

Job Summary:

The Awake Night Staff is responsible for supervision of the clients and the facility during the period between midnight and 8:00AM. The Awake Night Staff also covers weekend shift, awake night shifts on holidays, and other occasions as assigned. The Awake Night Staff reports to the Housing Coordinator and/or Program Manager.

Job Duties:

- Conduct bed checks throughout the evening, documenting that clients are in the facility.
- Provide wake-up calls for those who have approved appointments.
- Perform general cleaning and housekeeping functions, filing, copying, organizing daily paperwork and some data entry as directed
- Complete supply inventories
- Respond to client problems that occur during the night (e.g. suicide watch)
- Ensure a smooth transition of nightly activities and incidents to the morning staff, Begin basic set-up for clients' breakfast
- May be assigned additional duties

Required Skills:

Must be able to stay awake between the hours of midnight and 8:00AM, must be reliable, organized, thorough and able to follow written and oral directions. Must have good crisis intervention skills, good writing skills.

Initial _____

Date _____

VERSION 2016

Qualifications:

Must be a high school graduate or equivalent, with at least one year of social service experience. If in recovery, must be clean and sober for a minimum of two years.

Offering:

Comprehensive Benefits and Competitive Wage.

Initial _____

Date _____

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