

Job Title: Overnight Staff/weekend staff/4pm -8pm shift

Supervisor: Program Director/Associate Program Director

Specific Duties:

- 1) Answer a multi-lined phone system
- 2) Supervision of clients taking evening and morning medications.
- 3) Call the "on-call" person if there is an emergency/question or an intake needs to be done
- 4) Accept any donations that come into the shelter and refrigerate or properly handle the food
- 5) Completion of overnight duties assigned to the overnight staff
- 6) Check security cameras for identification of anyone coming to the door
- 7) Listen and supervise clients
- 8) Other duties as assigned by the Director or Associate Director

Time Commitment:

- 1) Arrive by 8 pm and leave at 8 am or weekend 8 hour shift between 8am and 8pm, or 4pm to 8pm
- 2) Over nights-one to two nights a week or available to fill in the schedule when needed,
- 3) weekends- Saturday or Sunday, one to four weekends a month,
- 4) 4pm to 8 pm-1 to 7 days per week.
- 5) Monthly staff meetings

Qualifications:

- 1) Must keep confidential any information that is shared
- 2) Compassion
- 3) Must have a valid driver's license
- 4) Must have the ability to stay calm in stressful situations.
- 5) Must be over 18 years of age
- 6) Must be able to pass the background check

Training:

- 1) Shadow at least three shifts

Benefits:

- 1) \$7.50 hour/ sleeping position
- 2) \$10 hour/ weekend and 4pm to 8pm