



## Job Description

<b>Job Title:</b>	Awake Night Staff	<b>FLSA Status:</b>	Hourly, Non-Exempt
<b>Program:</b>	Residential Treatment Center/Group Home Program	<b>Group:</b>	N/A
<b>Location:</b>	Main Campus/Off-Campus	<b>Reports To:</b>	Program Support Supervisor
<b>Position Type:</b>	Regular Full-Time and/or Part-Time	<b>Supervises:</b>	Residents

### Summary

Awake Night Staff ensure residents adhere to scheduled, get to bed on time at night and wake up on time in the morning. They are responsible for knowing the whereabouts of each resident at all times and for cottage and individual cleanliness. In addition, they ensure documentation of cottage life, incidents, resident behavior, medical needs and treatment observations in appropriate charts.

### Essential Job Functions & Expectations

#### Roles and Responsibilities (see Practice Guide for more information)

- Supervise conduct of youth, see that they adhere to schedule and rules and insure that they remain as a group under supervision. Insure that residents get to bed on time at night and wake up on time in the morning
- Implement and carry out cottage rules, schedules and routines and know whereabouts of each resident at all times
- Responsible for cottage and individual cleanliness at all times
- Ensure that documentation of cottage life, incidents, daily behavior, medical needs, treatment observations and considerations are all present and current in the appropriate charts

#### Required Knowledge, Skills and Abilities

- Practices organization's Culture of Communication
- Knowledge of applicable Licensing, Contract and Program standards
- Physical ability to complete Emergency Behavioral Intervention training
- Ability to effectively use organization's computer systems
- Ability to implement trauma-informed therapeutic approaches including TBRI® principles

#### Qualifications and Education Requirements

- High school diploma or GED required
- Must be at least 21 years old
- Must be able to pass a pre-employment drug and TB test
- Must have a criminal background clear of any offenses that would preclude employment in a licensed child care operation, as outlined by the Texas Department of Family and Protective Services (please visit [http://www.dfps.state.tx.us/Child\\_Care/documents/Standards\\_and\\_Regulations/LCCO\\_Chart.pdf](http://www.dfps.state.tx.us/Child_Care/documents/Standards_and_Regulations/LCCO_Chart.pdf) to see all offenses that may bar employment)
- Have a valid driver's license and less than 2 moving violations and/or 1 accident within the past 3 years
- Must have and maintain current auto liability insurance

#### Preferred Qualifications and Education Requirements

- Some college in a human services, behavioral sciences or related field
- At least two (2) years of experience in a child care or child treatment role, preferably 24-hour child care
- Understanding of the range of treatment modalities in 24-hour children's care
- CPR/First Aid certification

#### Essential Physical Requirements/Working Conditions

Subject to both inside and outside environmental conditions. Must be able to lift and/or exert up to 30 pounds of force occasionally, and/or up to 30 pounds of force frequently. Position frequently involves walking, standing, sitting, stooping, lifting, speaking and repetitive motion. Position may occasionally involve climbing, reaching, balancing, kneeling,

crouching and crawling. May occasionally be involved in the physical restraint of an adolescent and/or adult person. Must have close visual acuity (corrected or uncorrected) so as to prepare and analyze data and figures; perform extensive reading and transcription; perform visual inspections; operate a motor vehicle. Must be able to hear so as to receive detailed information through oral communication; receive information through electronic, telephone, and/or radio frequency; respond quickly to emergency support requests.

**Equal Employment Opportunity Statement**

Diversity creates a healthier environment: equal opportunity employer. We strictly prohibit unlawful discrimination during recruitment, hiring, compensation, promotion or any other condition of employment, on the basis of race, color, creed, ancestry, national or ethnic origin, religion or belief, sex (including pregnancy), sexual orientation, gender identity or expression, marital status, disability, age, past, present, or prospective military service, medical history or genetic information, socio-economic circumstance or any other characteristics protected by law. We maintain a drug-free and alcohol-free workplace.

**Disclaimer**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time, with or without notice.

Job Title:	Awake Night Staff		
Last Updated By:	Renee Randolph, HR Director	Date:	08/08/18
Reviewed By:	Carla Pelcastre, Training & Relief Team Supervisor	Date:	09/18/18
Approved By:	Darcie DeShazo, Executive Director	Date:	
Employee Signature:		Date:	