

Job Title: **AWAKE COMMUNITY SUPPORT WORKER (NIGHTS)**

Job Summary:

- Ensures the well-being of Individuals during the night hours. Along with Individual monitoring the Awake Community night worker is responsible for creating and maintaining a comfortable and clean living and working environment.

Reports to: Program Coordinator(s)

Duties and Responsibilities

1. Monitors Individuals during night hours and ensures their safety is the top priority.
2. Takes care of Individual's night's needs (medical and otherwise) that may arise and supports Individuals with any behavioral issues.
3. Notifies Program Coordinator(s)/Manager if any problems arise. Ensures that good written and verbal communication with day/afternoon caregivers is maintained.
4. To work with all individuals and ensure a high standard of personal care is maintained, in a respectful manner, while being a role model in this area.
5. To administer and record medications in accordance with house guidelines and ensure that all prescribed medications are consumed by Individuals according to schedule (if applicable).
6. Knows and follows all working alone procedures to ensure safety for themselves and other homes.
7. Carries out orders regarding specific Individuals left by the Program Coordinator(s) or day/afternoon caregivers.
8. Maintains accurate reports with regard to Individuals and ensures that all documentation is correct and complete.
9. Performs housekeeping duties as indicated in each programs night duty lists, to ensure a clean, safe and healthy home.
10. Maintains up-to-date knowledge of emergency, fire, and earthquake regulations and procedures. Ensures that house regulations are followed.
11. May be involved in some meal preparation/baking and maintaining food inventory.
12. Perform other related duties as required.

Education, Training and Experience

1. A diploma in a field related to supporting persons with disabilities.
2. Experience in working with individuals with a mental handicap/dual diagnosis.
3. Formal training in the area of program planning or counseling.

Other Required

Class V driver's license
Favorable driver's record
Current First Aid CPR certification
Criminal Record Search
Current TB test
Physicians Health Clearance
MANDT Training
Any other training as required by licensing or the H.O.M.E. Society

Job skills and abilities

1. Demonstrated competency in written and verbal skills.
2. A strong commitment to the Philosophy of Gentle Teaching, and the policies, procedures, and philosophies of the H.O.M.E. Society.
3. Demonstrated ability to work within a team setting, with an emphasis on leadership, self-initiative, patience, maturity and tact.
4. Excellent organization skills.
5. Ability to work to work independently.

Additional Information

This position may be required to work in a stressful environment often dealing with Individuals in crisis situations. The ability to function independently and under pressure is an ongoing expectation of this position. Evening and weekend work is required.