



IMMANUEL HOUSE

## Job Description

**POSITION TITLE:** Night Monitor

**Program:** Residential Programs

**Job Description:** The Residential Treatment Facility Night Monitor works OVERNIGHT as part of a team and independently, to supervise participants in our Licensed Residential Treatment Facility. They will monitor the facility and participants during and after business hours as needed for their shift. Scheduling is seven days per week (including holidays).

The Night Monitor position has varied responsibilities reflecting shift hours. Core responsibilities are consistent, regardless of shift. All duties must be performed in accordance with established policies and procedures. Where possible, the Night Monitor may assign tasks to volunteers. Other duties may be assigned.

**REPORTING RELATIONSHIP:** This position reports to the Assistant Program Director

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Conduct face to face check-ins with Participants and provide any necessary follow-up as requested by the Assistant Program Director.
- Prepare nutritional meals for Participants, based on instructions from the Facility Cook
- Maintain appropriate professional boundaries with program participants.
- Ensure that continental breakfast items are set out. (Cereal, Milk, oatmeal, bagels, etc.)
- Make coffee for the morning
- Empty trash from all trash cans/Take trash to the street on Trash Day
- Immediately report suspected neglect/abuse or violent behavior to supervisor.
- Ensure the safety and security of the program and participants, including completion of rounds and observations.
- Clean all common areas, office space, kitchen and employee bathroom. (This includes sweeping, mopping, dishes, and dusting)
- Document and respond to critical incidents according to policy.
- Participate in company job-related training/education courses.
- Document all household maintenance issues and ensure communication with the team.

### **JOB RELATED QUALIFICATION STANDARDS:**

- Must be a team player and demonstrate good listening and empathy with the ability to multi-task.
- Must be able to lift 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Must have flexibility in working hours, including on-call availability and the willingness to work holidays as with coincide with regular shifts.
- Must possess an acceptance and respect for cultural diversity, sexual orientation and religious backgrounds.

### **MINIMUM AGE, EDUCATION, and WORK EXPERIENCE QUALIFICATIONS:**

- Must be at least 21 years old
- High School Diploma
- A minimum of one year experience in a social services organization, preferably working in an adult residential environment.

**LICENSES, CERTIFICATES & CLEARANCE:**

- Proof of TB Clearance
- CPR/First Aid Certification
- Food Handlers Certification
- Ability to pass a Security Clearance