



**California
Human Development**

Creating opportunities for people to rise above barriers in their pursuit of better lives.

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| PROGRAM/DEPARTMENT: Athena House LOCATION: Santa Rosa, CA | CHD is committed to implementation of an Affirmative Action Policy and the Americans with Disabilities Act in its recruitment selection and placement of all personnel. CHD is an Equal Opportunity Employer |
| JOB DESCRIPTION TITLE: On Call Awake Overnight Staff | POSITION STATUS: FLSA STAUS: Temporary Part Time Non Exempt |
| SALARY: Grade 2, \$12.00 per hour | Program Hours: Varies – Overnight hours |

SUMMARY: Provides overnight awake supervision of the residential treatment facility clients. Ensures clients safety and their compliance with the rules and regulations of the house and program.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

Under the supervision of the Assistant Director and/or Division Director, the Overnight Staff will perform the essential responsibilities and duties including:

- A. Be available to work within a one hour notice and complete the necessary shift.**
- B. Maintain supervision of clients served throughout the shift.**
- C. Ensure clients are in their room at the designated time.**
- D. Perform bed checks hourly and report emergency issues promptly to the supervisor.**
- E. Set up client files in preparation of new clients**
- F. File documents in the “to be filed” area**
- G. Assist with any other clerical and office duties as assigned.**
- H. Assist with facility specific tasks as assigned.**
- I. Assist clients with self-administration of medications throughout the shift, usually at bedtime and in the morning.**
- J. Keep records of all activity during the shift including any special incidents.**
- K. Give report of shift activity to morning shift staff.**
- L. Other duties as assigned.**

KNOWLEDGE, SKILLS AND ABILITIES:

LANGUAGE

- A. Ability to communicate effectively verbally and in writing with individuals and groups, including occasional public speaking.
- B. Ability to conduct effective public relations.
- C. Ability to read, analyze, and interpret general services contracts or governmental regulations in English.
- D. Spanish-speaking ability desirable.

moderate.
May have exposure to hazardous conditions/materials.

CERTIFICATES, LICENSES:

- Valid California Driver's license.
- Proof of insurance on personal vehicle.
- Recent satisfactory California DMV printout of driving record.
- Able to pass a tuberculosis test with a negative result.

ACCEPTANCE AND CERTIFICATION:

Upon acceptance of employment with CHD, I certify that I have read and understand the essential functions of my job as outlined above.

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| Employee's Signature | Date | Supervisor's Signature | Da |
| Date | Supervisor's Signature | | |