



**California  
Human Development**

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

<b>PROGRAM/DEPARTMENT:</b> <b>Athena House</b>  <b>LOCATION:</b> 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
<b>JOB DESCRIPTION TITLE:</b> <b>Awake Overnight Staff</b>	<b>POSITION STATUS:</b> Regular Full Time <b>FLSA STAUS:</b> Non Exempt
<b>SALARY:</b> Grade 2, \$15.00 per hour	<b>Program Hours:</b> 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. Maintain supervision of clients served throughout the shift.**
- B. Ensure clients are in their room at the designated time.**
- C. Perform bed checks hourly and report emergency issues promptly to the supervisor.**
- D. Set up client files in preparation of new clients**
- E. File documents in the “to be filed” area**
- F. Check mailbox and distribute mail accordingly.**
- G. Perform UA test collections and complete required documentation. May also include drop off.**
- H. Performs any other clerical and office duties as assigned.**
- I. Performs facility specific tasks as assigned.**
- J. Assist clients with self-administration of medications throughout the shift, usually at bedtime and in the morning.**
- K. Keep records of all activity during the shift including any special incidents.**
- L. Answer all incoming calls and retrieve any messages left on answering system.**
- M. In the event of an incoming emergency or distressed caller needing counseling, contact Assistant Director or Director immediately unless staff is registered with a accredited agency.**
- N. Search and label intake property**
- O. Give report of shift activity to morning shift staff.**
- P. 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.

**MATHEMATICAL SKILLS:**

- A. Ability to use arithmetic skills normally applied in this position.
- B. Ability compute rates, ratios, and percentages.
- C. Create and interpret presentation charts and graphs.

**REASONING ABILITY:**

- A. Sufficient capability in cognitive reasoning to perform complex transactions with a high degree of accuracy.
- B. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- C. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- D. Ability to maintain appropriate boundaries with clients and staff both on and off duty as defined by agency ethical codes.
- E. Ability to solve problems and resolve conflicts effectively.
- F. Possess a dedicated interest in serving disadvantaged people. Possess a caring attitude towards fellow employees and clients served.
- G. Ability and desire to inspire motivate and lead individuals.
- H. Ability to maintain own psychological well-being.
- I. Ability to recognize and manage personal bias.

**SUPERVISORY RESPONSIBILITIES:**

- A. Supervise clients only.

**QUALIFICATIONS:****EDUCATION:**

High School Diploma or GED or equivalent experience

**EXPERIENCE:**

One year experience as alcohol, drug treatment counselor desired.  
Residential treatment home experience preferred.  
Minimum one year sobriety required.

**WORKING CONDITIONS:****A) PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This position requires:

Frequently:	Sitting, Walking, Seeing, Hearing, Speaking, Standing, Carrying
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Occasionally:	Stooping, Lift up to 40 lbs, Squatting, Kneeling,
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Seldom:                   Bending, Pushing/Pulling  
                                  Climbing, Twisting

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

B) **WORK ENVIRONMENT:**

This is a fast paced environment and the noise level is usually 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

Date