



NIGHT SUPPORT – ASLEEP POSITION

Job Summary:

The Night Support - Asleep Position will provide support to the program during the overnight shift, ensuring the safety and security of the clients during the night.

This is a sleep position - the employee is permitted to sleep between 1:00 a.m. and 6:00 a.m. provided that the needs of the clients have been met. The employee may be wakened at any time during the shift to provide back up support to the clients or Night Support - Awake Position in the event that assistance is needed.

Primary Duties and Responsibilities:

- Complete a thorough safety check of the premises at the commencement of each shift and thereafter as necessary to ensure the safety and well-being of the clients, and the security of the house and property.
- Maintain a safe and comfortable environment during the shift.
- Respond effectively and efficiently to any emergencies that occur during the shift.
- Provide clients with supportive listening as needed. Encourage the client in problem solving, crisis resolution, and other life skills as appropriate.
- Facilitate the morning meal and all morning activities. Make wake up calls as requested by the clients.
- Advance prep-work for the next day's meals as needed.
- Ensure basic tidiness and cleanliness of shared areas, including kitchen and washrooms.
- Assist with other duties related to the day to day operation of the program as assigned.
- Complete all necessary client documentation and reports.
- Read previous entries in the staff log book and record relevant information and activities for staff on the upcoming shift.
- Work cooperatively as a member of the program team to ensure coordination of client service.
- Participate in team meetings and agency functions as requested.
- Provide back-up assistance to other programs as necessary.
- Work in compliance with all health and safety policies, procedures and guidelines, and the Occupational Health and Safety Act.

- Report in writing all accidents, injuries and occurrences.
- Follow all agency policies, procedures and directives.

(Note, the above specifications are representative of the basic nature of the position and are not intended to be all inclusive.)

Position Reports To:

Program Coordinator

Minimum Qualifications:

- Diploma or degree from an accredited College or University in the Human Services field.
- One year related work experience.
- An up-to-date first aid certificate.
- The ability to work with a minimum of supervision.