



## **NIGHT SUPPORT – AWAKE POSITION**

This is a unionized position.

### **Job Summary:**

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

### **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.
- Supervise the house during the night shift to ensure a safe and comfortable environment for the clients.
- 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 tasks and 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.)

**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.

Durham Mental Health Services is an equal opportunity employer and is committed to inclusive, barrier-free recruitment and selection processes and work environments. Please advise Human Resources of any accommodations needed to ensure your access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.

**Send your applications to [hr@dmhs.ca](mailto:hr@dmhs.ca) with the position title in the subject line.**

**Please note only those selected for an interview will be contacted.**