



Job Title: Night Monitor

Program: Shelter

FLSA: Part Time

To: Shelter Manager

Direct Reports: None

Job Summary: The Night Monitor is responsible for the safety and security of the facility by being alert and routinely monitoring the building to ensure the safety and security of all occupants.

To Apply: Email cover letter, resume and writing sample to info@sscoh.org for full consideration.

About Southside Center of Hope

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Southside Center of Hope's mission is to provide a safe and healing community for women recovering from substance use disorders, trauma and mental illness. Southside Center of Hope is a highly structured, supportive; community-based residential program for women and their children.

Southside Center of takes a comprehensive approach to recovery, incorporating mental, spiritual, physical wellness, education, skill building and sober leisure activities. **Southside Center of Hope is an Equal Opportunity Employer.**

At Southside Center of Hope, we believe investing in our employees and creating a supportive environment is essential to our mission. Therefore, we offer a competitive compensation package, including paid time off, health, vision, dental, and life insurance.

Essential Functions:

- Responsible for the safety and security of the facility by being alert and routinely monitoring the building to ensure the safety and security of all occupants.
- Monitor residents self-administer medication.
- Help ensure the facility is clean and safe by performing general cleaning duties and safety checks.
- Utilize crisis intervention techniques and can identify potential conflicts and intervene.
- Prepare and serve breakfast.
- Administer drug tests including urinalysis and breathalyzers as needed.
- Assist with inventory management of kitchen and shelter supplies.
- Complete all required paperwork including communication logs, incident reports, drug screening forms and end of shift reports; read correspondence of other staff members by the end of your shift.
- Answer phones, monitor the front desk and make continuous rounds of the building, checking doors, locks and the fire alarm, etc. and documenting activities in the communication log.

- Wash and dry house laundry.
- Maybe required to perform the duties of a recovery coach in the event of a staff shortage.
- All other duties as assigned.

Knowledge, Skills and Abilities:

- Ability to respect the sensitivity and confidentiality of all residents and adhere to agency's Ethics Statement in all aspects of the program.
- Ability to interact effectively and in a supportive manner with persons of all backgrounds.
- Ability to follow through with assignments and projects with minimal oversight; while having the judgment to bring issues or problems to supervisors in a timely manner.
- Emotional maturity, with a calm self-centeredness that allows for self-insight and continued learning from experiences, shared discussions, and supervision.
- Ability to maintain calm demeanor when faced with challenging behaviors, handle crisis situations in a calm, quick and efficient manner.
- Ability to interact effectively and in a supportive manner with persons of all backgrounds.
- Ability to perform job functions adhering to service principles with customer service focus of service excellence and teamwork to provide the highest quality care and service to our residents.

Physical Requirements:

- Must be able to walk up and down between two to four flights of stairs without assistance every 30 minutes during course of an 8-hour shift.
- Must be able to stand and sit for extended periods of time.
- Must be able to lift a maximum of 30 lbs.
- Must be able to squat, bend over, lift arms overhead, sit and stand repeatedly during shift.
- Vision and hearing capability (with correction), to see possible intruders, unusual noises as well as close identification of possible tampering of written information for prescriptions.
- Remain alert and responsive while working overnight.

Core Competencies:

Resident Behavior Management

- Awareness and understanding of a resident's reactions.
- Setting boundaries and using fair, consistent, and clear expectations.
- Sensitivity, awareness and understanding of the resident's needs, problems, interest, skills and deficiencies.
- Handle disruptive behaviors in a clam and professional manner.
- Recognize and react to various situations quickly and respond accordingly.

Teamwork

- Prepare and read communication log and prepare end-of shift report.
- Communicate verbally and via email with staff about previous shift.
- Support and assist team members in a crisis situation.
- Attend monthly staff meetings and quarterly trainings.
- Take initiative to suggest program improvements.
- Understand he/she must remain onsite until relief arrives.

Professionalism and Work Conduct

- Follow policies and procedures to maintain order, including agency's Code of Ethics and Staff Behavior Guidelines.
- Effectively manage own time to get job responsibilities completed.
- Take responsibility for one's actions, job performance, team dynamics and resident reactions.
- Report to work, meetings and activities prepared and on-time.
- Accept responsibility for agency property and equipment.
- Employees are required to remain on the agency's premises during breaks and/or meal periods.

Communication and Documentation

- Record daily documentation of residents' behaviors and actions.
- Talk to residents and co-workers to convey information so that others are informed.
- Write clearly and succinctly to ensure the appropriate message is conveyed.
- Use appropriate grammar, tone, sentence structure, etc.
- Communicate pertinent information, such as crisis and safety issues.
- Consistently sign in and out of communication and vehicle logs.
- Follow up when information is unclear; ask questions.
- Complete all required paperwork accurately and on time,
- Effectively utilize agency provided property (computers, fax, telephone, vehicle, etc.) for agency use only.

PERSONAL CHARACTERISTICS:

Individuals most likely to succeed in this position generally possess the following personal characteristics:

- Attention to detail
- Commitment to complete tasks correctly and on time
- Act in accordance with rules, law, policies, and procedures and expects others to do the same
- Commitment to obligations
- Conscientious
- Somewhat faster than average pace
- Task-oriented
- High stands of quality and accuracy
- Lead by example

QUALIFICATIONS:

- High school diploma or equivalent required.
- Minimum three years working in a residential treatment or behavioral health facility or recovery coach certified required.
- CPR Certification or able to obtain within 60 days of hire.
- Food Handler's Certification or able to obtain within 60 days of hire.
- Maintenance of a valid Illinois driver's license with no suspensions in effect in the previous three (3) years prior to hire.
- Knowledge of word processing and basic computer functions; intermediate to advance level of computer skills required.
- No history of child abuse or neglect.
- Ability to communicate clearly verbally and in writing.
- Must be available to work overtime based on the needs of the agency.

Job descriptions are not intended and should not be considered as all-inclusive lists of all responsibilities, skills, efforts or working conditions associated with a job. While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add or remove duties from particular jobs and to assign other duties as necessary.

This will acknowledge that I have received a copy of the revised job description for my position as well as the new performance appraisal format.

Print Name

Employee Signature

Date