

**CATHOLIC CHARITIES OF CHEMUNG/SCHUYLER  
POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Awake Overnight Worker	<b>STATUS:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Gateways-Community Residence	<b>W/C#</b>	8865
<b>EEO CODE:</b>	9	<b>GRADE LEVEL:</b>	205

**PRIMARY FUNCTIONS:**

The overnight worker provides monitoring of residents throughout the night to ensure their safety. In the event residents are up during the night, the overnight staff addresses any issues they may be having with them and provides any necessary assistance.

The community residence (CR) is designed to provide a home-like atmosphere where residents can stabilize their psychiatric illness and begin learning the skills necessary to function in the community. The CR operate under the Philosophy of the Therapeutic Milieu and with a rehabilitative focus, consistent with in the individuals' desire, tolerance, and capacity to participate in such services. Goals of the CR include normalization, community integration, and empowerment.

**SPECIFIC DUTIES:**

1. Monitoring of the CR residents in the facility during the overnight hours; room checks are to be done every two hours.
2. Provide direction and support to residents in dealing with crisis situations as they arise, which includes documentation and incident reporting if required.
3. Documentation of process notes for residents that pertain to significant events involving that resident, resident's medications, or staff's interaction with resident.
4. Implement and follow Gateways' resident medication policy and procedures.
5. Complete shift logs, record resident contact hours, complete house checks every two hours.
6. Remove food items from freezer that will be needed for next day's meal preparation, clean staff bathroom, empty trash, check thermostats in freezer and refrigerators and log them.
7. Attend staff meetings, whenever possible, and/or read minutes from staff meetings.
8. Other duties as assigned.

**TITLE OF DIRECT SUPERVISOR: Senior Residential Supervisor**

**QUALIFICATIONS:**

High School Diploma or GED.

Experience preferred.

A combination of education and experience may be substituted at the discretion of the Executive Director.

**ADDITIONAL REQUIREMENTS:**

- Ability to multi-task and prioritize duties.
- Willingness to foster agency, department and program wide cooperation and team work through use of positive/constructive communication techniques.
- Ability to maintain absolute confidentiality in regards to all records reviewed including consumer records, employee records and billing records.
- Proficiency and experience with PC's and Microsoft applications.
- Ability to analyze and interpret data and to handle problem resolution.
- Possession of a valid NYS Driver's license and a driver's record considered acceptable by agency and insurance carrier.
- Continuous use of a reliable, registered and insured vehicle.
- Demonstrate commitment to Agency Mission Statement.
- Working knowledge of community resources and funding systems external to the agency.
- Ability to understand the concept of "mandated reporter" and is diligent in reporting situations to the proper authorities when children may be at risk for abuse and/or neglect.
- Correctly follow procedures for mandated reporting and responding.

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- Background checks may be required per program regulations.
- Compliance: Adheres to all applicable federal and state laws and regulations including, but not limited to, those governing confidentiality, privacy, program, billing and documentation standards. All duties must be performed in accordance with CCDR's corporate compliance and ethics program.

**Ability to meet the following physical requirements with or without reasonable accommodation:**

- Use hands to manipulate, handle, feel, and control items or equipment, including motor vehicle;
- Stand, sit, walk, bend, stoop, kneel, and reach;
- Climb up or down stairs;
- Able to reach above or below shoulders;
- Occasionally lift or move objects weighing up to 10 lbs;
- Sitting at a desk or in a vehicle for long periods of time to perform certain job functions;
- Be able to read write and interpret written documents;

**EMPLOYER'S DISCLAIMER:**

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by their supervisor.
- This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.