**POSITION TITLE: OVERNIGHT STAFF**

**FULL-TIME OR PART-TIME POSITIONS**

**CLASSIFICATION: NON-EXEMPT**

**PAY RATE: SALARY** **COMMENSURATE TO EXPERIENCE**

**POSITION EFFECTIVE DATE: JUNE 1, 2021**

**SUPERVISOR: PROGRAM DIRECTOR**

The Overnight Staff is responsible for the supervision of clients in a Sober living setting. The Overnight Staff shall provide a safe, supportive, and caring environment in which the clients will continue their recovery. This position is a great opportunity for students pursuing a career in this profession. This position is a great chance to get homework done while getting paid!

**POSITION PURPOSE:** To assist Program Director, Case Manager and mentor staff in program services to MARE’s House members.

**POSITION DESCRIPTION:** Supervise program members to ensure a physically and emotionally safe environment. Responsible for hourly bedroom checks throughout overnight shift, and maintaining a hourly bedroom check log of each client. In charge of supervising and monitoring members during overnight business hours. Other member supervision duties may include taking attendance, monitoring the residence housekeeping needs, administering BAC and urinalysis testing upon direction, household cleaning and upkeep, and secure house property. Sanitizing, disinfecting, and cleaning procedures in place during overnight shift. Mentors will assist in providing transportation of members as directed, such as morning 12-step meetings. Perform other duties as assigned and/or requested.

**EDUCATION:** High School Diploma, a Bachelor’s Degree is preferred; a combination of education and relevant work experience will be considered. Pursuing a higher level of education in school and/or training particular to this field is also preferred.

**QUALIFICATIONS:**

* Strong knowledge of general work practices and work ethic
* Flexible individual displaying accuracy and dependability
* Ability to follow MARE’s House policies and procedures
* Ability to handle sensitive and confidential information
* Ability to work in a safe manner
* Ability to maintain professionalism and organization in a fast-paced environment during all situations
* Ability to consistently maintain mental and emotional stability and express assertive personality when necessary
* Ability to effectively write and verbally communicate in English
* Basic ability to read and interpret documents at a basic level, such as reports, spreadsheets, and instruction and procedure manuals
* Basic ability to write routine reports and correspondence
* Beginning computer skills
* Excellent customer services skills including by person, e-mail or telephone
* Proficient ability to define problems, collect data, establish facts, draw valid conclusions and create resolution
* Proficient ability to work independently as well as in a team environment
* Proficient ability to plan and manage time
* Ability and willingness to appropriately share personal experiences with members and staff
* Proficient in crisis intervention and management, knowledge of behavior management techniques and verbal de-escalation processes, such as motivational interviewing
* Must be able to interact with members in a responsible and empathetic manner and to establish and maintain appropriate boundaries
* Must successfully pass pre-employment drug screen and background check
* Basic knowledge of 12 Steps of Alcoholics Anonymous
* Must have a valid California driver’s license
* Must possess DMV record that meets the company’s auto insurance carrier requirements for coverage to operate company vehicles