



Job Description

JOB TITLE: Overnight Assistant – Full Time
REPORTS TO: Direct Care Supervisor and Home Life Supervisor
POSITION STATUS: Full Time, Non-Exempt

GENERAL SUMMARY:

The Overnight Assistant's primary role is to provide continual awake supervision, care and safety for children living at Amarillo Children's Home (ACH), ages 5 to 18 years old, during nighttime hours. The Overnight Assistant may also provide care during waking hours according to scheduling needs of ACH. The Overnight Assistant works as a team player within the treatment team that includes the Director of Operations, Direct Care Supervisor, Home Life Supervisors, Family Teachers, Assistant Family Teachers and other professionals to ensure that the youth's physical, emotional, spiritual, educational and social needs are met. The Overnight Assistant performs his or her duties within a family-style living environment for youth. This position is subject to assignment in any of the homes as needed or as directed by the administration.

SCHEDULE: The Overnight Assistant works primarily during nighttime hours, which vary according to the ages and schedules of the children in each home. Work hours will typically be between 8-10 hours per shift, and may include some times when children are awake (i.e. before bedtime, when children wake up). Additional hours will be required to attend team meetings, training, and similar work-related activities. Other additional shifts will be requested on an as-needed basis to cover vacant shifts when other staff are absent. The expectation is that the Overnight Assistant will demonstrate a willingness to accept and work additional shifts occasionally when the need arises.

Days worked will include **weekdays, weekends and holidays**. Typical work week will be 30 hours or more.

PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Be responsible for the care and well-being of a group of children or teens during nighttime hours. **Must remain awake all night, for the full duration of the work shift.**
2. Perform regular nighttime visual checks of all children in the home and document these visual checks in accordance with ACH policies and procedures.
3. Provide for children's safety at all times, and respond appropriately to emergencies, including medical emergencies and emotional/behavioral/physical needs. Use sound judgment as well as all training and resources provided by ACH to protect children from physical and emotional harm.
4. Provide appropriate supervision based on child's age and individual needs. Supervision includes
 - ◆ Being aware of and accountable for each child's on-going activity,
 - ◆ Providing the level of supervision necessary to ensure each child's safety and well-being, including auditory and/or visual awareness of each child's on-going activity as appropriate; and,
 - ◆ Being able to intervene when necessary to ensure each child's safety.
5. Provide for the physical needs of children and youth in care, which includes but is not limited to:
 - ◆ Ensuring children get adequate rest and observe established bedtime routines
 - ◆ Maintain a quiet environment that is conducive to helping children sleep.
 - ◆ Teaching/assisting with good personal hygiene, if working during children's waking hours.
6. Administer medications to children and document medications in accordance with ACH policies and procedures.
7. Follow the ACH Program model to provide for the emotional, developmental and behavioral needs of children and youth.
8. Respond appropriately, using sound judgment, to help children regain emotional control and to problem-solve during youth crisis as needed, in accordance with ACH's models for de-escalation and crisis intervention.
9. Follow individual care plans for each child.
10. Maintain records and documentation as required by state contract and minimum standards, health standards and expectations of administration. Ensures all records, reports and documentation are completed in an accurate and timely manner.
11. Assist as needed in maintaining the cleanliness of homes in compliance with state minimum standards, health standards, and supervisor's expectations so that a positive image is always presented.

12. May be responsible for preparing and serving meals, as directed by supervisory staff.
13. May provide transportation of children in care as assigned by supervisory staff.
14. Provide helpful feedback to other ACH staff members related to the youth's progress in accordance with the program models.
15. IF WORKING DURING CHILDREN'S AWAKE TIME, The Overnight Assistant will also need to:
 - ◆ Provide for the social needs of children and youth by teaching social skills and norms outlined in the program models (i.e. assertiveness, accepting feedback, following directions, problem solving, etc.)
 - ◆ Support children's engagement in religious activities (i.e., prayers, reading bible passages, etc.) that may be in place for a particular home or carried out by ACH as an organization, if such activities occur during the work hours.
 - ◆ Support children's academic development by encouraging them to complete homework and do other activities that promote their academic success (i.e., getting enough rest, reading, and similar activities).
16. Demonstrate professionalism, including the following:
 - ◆ Know and follow policies of Amarillo Children's Home and other directives implemented by administration.
 - ◆ Cooperate with other staff, school officials, children's relatives, other agencies' staff and other related professionals.
 - ◆ Know and follow state contract and minimum standards as prescribed by the Department of Family & Protective Services.
 - ◆ Know and follow the youth rights of children in care as prescribed by the Department of Family & Protective Services.
 - ◆ Adhere to the reporting requirements for youth that have been abused, neglected and exploited.
 - ◆ Adhere to confidentiality policies related to protection of youth and staff information.
 - ◆ Maintain professional boundaries with youth and other team members of Amarillo Children's Home.
 - ◆ Maintain good work and personal ethics in dealing with co-workers and children in care.
 - ◆ Does not engage in activities other than official business during work hours
 - ◆ Adhere to Amarillo Children's Home's policies related to protecting agency property and reporting requirements.
17. Demonstrate competency, prudent judgment, and self-control in the presence of children and when performing assigned responsibilities.
18. Attend mandatory training as prescribed for the position and as directed by administrative staff; attend staffing and/or other treatment team meetings when applicable.
19. Successfully complete mandatory training related to all program models.
20. Demonstrate willingness, flexibility and availability to cover the shifts of other staff members who may be absent, as needed and as requested by administrative staff.
21. Perform any related duties as directed by House Parents, Assistants, Home Life Supervisor, Direct Care Supervisor or Director of Operations. .

PHYSICAL AND SENSORY REQUIREMENTS

- Ability to communicate effectively with youth, staff, families, caseworkers, probation officers, medical personnel, support agencies, vendors, community members, donors, board members and other professionals.
- Ability to read and write in English.
- Bending, lifting up to 50 pounds, grasping, fine hand coordination, pushing and pulling.
- Ability to supervise children by sight and sound and know children's activities, location and who they are with.
- Ability to operate small household appliances and equipment.
- Ability to protect yourself and possibly restrict a child's movement if it becomes necessary in order to protect the child, other children or yourself from harm.
- Ability to perform CPR and First Aid.

QUALIFICATIONS

- ◆ High school diploma or GED - required. Completion of college coursework in social work, education, youth behavioral sciences, child development or a related field is preferred.
- ◆ Valid Driver's License and a good driving record.
- ◆ Experience working with youth of any age is preferred.
- ◆ Demonstrate a desire and ability to work with youth.

- ◆ Ability to model appropriate behaviors, morals and the judgment required to work with a large number of youth/children in a responsible manner.
- ◆ Be a physically, mentally and emotionally healthy adult with the knowledge, skills and ability to do the tasks in the job description, and have no health or behavioral issues that present a danger to children in care (per TDFPS Minimum Standards for General Residential Operations, Sec. 748.505).
- ◆ Be able to read, write and communicate with others involved in the child-care process.
- ◆ Have no disqualifying criminal history, and be willing to submit to a thorough criminal and background check that may include submitting to an FBI fingerprint check.
- ◆ Be free of tuberculosis (tb) and submit to a tb test.
- ◆ Must submit to and pass a drug test.
- ◆ Must be a minimum of 21 years of age.

Signature _____

Date _____

By signing, I affirm that I have read this job description, fully accept the responsibilities described and have received a copy of this job description for myself.