**NAME:**

Position Title: **Overnight Worker – Part Time**

Reports to: **Program Coordinator**

FLSA Status: **Non-Exempt**

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

1. Contribute to an environment of empowerment, healing, and accountability (be a supportive presence, assist with conflict resolution and problem- solving, provide reflections related to self-growth, enforce policies & procedures).
2. Maintain safe, secure, and sanitary residence (conduct safety walk throughs twice/shift, maintain safety protocols and procedures).
3. Respond to all crisis situations and make appropriate interventions.
4. Complete tasks related to upkeep of the facility (i.e. cleaning, stocking supplies, managing inventory, minor maintenance, reporting necessary repairs).
5. Complete tasks related to programming assistance (i.e. chore sheets, information gathering, cards/ letters for current and former residents re: achievements and special events, finding resources).
6. Follow documentation procedures and expectations (i.e. shift logs, medication logs).
7. Complete tasks to assist with records management (i.e. filing, data entry, updating lists).
8. Forward former residents’ mail.
9. Maintain residents’ confidentiality.
10. Other duties as assigned.

SECONDARY DUTIES AND RESPONSIBILITIES

1. Model positive and productive internal and external professional interactions.
   1. Represent the agency in the community.
   2. Serve as a support system for women in the maintenance of a healthy lifestyle and their programming.
   3. Foster positive working relationships with area professionals.
   4. Assist with the training of new team members and volunteers.
   5. Report directly to the Executive Director or Program Coordinator any challenges and achievements.
   6. Attend required meetings
   7. Attend team meetings and trainings, schedule permitting.
   8. Demonstrate support for team members and for the Fresh Start mission.
   9. Assist with special projects and tasks as assigned by the Executive Director or Program Coordinator.

# EDUCATION AND EXPERIENCE

1. Associates Degree and one (1) year relevant work experience, or two (2) years relevant work experience. Education and experience can be combined to meet minimum qualifications.
2. Experience working with community resources and system navigation.
3. Ability to work within the Fresh Start mission: *Fresh Start is a transitional shelter that empowers homeless women to change their lives by recognizing and utilizing their strengths to overcome barriers to self-sufficiency*
4. Knowledge of drug and alcohol use and abuse, mental health issues, domestic violence and other precursors to homelessness.

Please note: This job description is subject to review and revision. Any revisions will be discussed with the employee but may not be optional.

I confirm that I have read and understand this job description and agree to the duties and stipulations indicated.

Employee Signature Date