

**Haven House Services
Job Description**

Job Title: Overnight Awake Counselor
Department: Crisis & Homeless Services
Reports To: Coordinator
FLSA Status: Non-Exempt
Last Reviewed: 9/12/16

SUMMARY: Facilitates a safe and therapeutic environment in a 24 hour crisis shelter by providing services directly to clients, their families and involved community agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Communicates to supervisors concerns including, but not limited to, paperwork, staff and training needs.
- Conduct initial client screening, admission and discharge.
- Develop initial client service plan.
- Administer medication in accordance to agency policies.
- Respond to crisis calls.
- Supervise client chores around facility.
- Maintain facility in an orderly, clean fashion and in a good state of repair.
- Prepare well balanced meals/snacks based on menu and/or supervise youth in preparing meals.
- Transport youth in agency or personal vehicles to school and appointments in the community.
- Develop and maintain an active and supportive relationship with clients and their families.
- Facilitate referrals prescribed by the treatment team to other agencies for clients in care and as a part of aftercare.
- Expend agency funds as directed by the Program Director and maintain all required documentation.
- Supervise clients and monitor activities in the shelter overnight, and perform all direct care responsibilities as needed.
- Completes all required trainings.
- Participates in agency outreach and fundraising events.
- Demonstrates a willingness to assist in other agency programs as needed.
- Acts as a custodian and demonstrates responsible and ethical use of agency property and facilities.
- Displays sensitivity to the service population's cultural and socioeconomic characteristics.
- Strives to embody the agency's Code of Ethics while working towards the agency's Mission.
- Learns and demonstrates Agency-wide Competencies including the areas of consumer and community relationships, continuous individual and agency-wide improvement, vision and purpose, respect and teamwork and positive leadership.
- Learns, develops, and models Positive Youth Development core competencies resulting in capacity to contribute to the mission of Haven House Services and be a resource to our youth and families, other partner organizations, and our community
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES: None

EDUCATION and/or EXPERIENCE: Bachelor's degree (B. A.) from four-year college or university; and one to two years related experience and/or training; or equivalent combination of education and experience.

Physical Demands/Working Conditions:

- Flexibility and willingness to work holidays

- Willingness to work in inclement weather
- Must utilize personal vehicle for transporting clients when necessary
- Potential exposure to bloodborne and/or airborne pathogens

Other Requirements:

- Valid North Carolina Driver's License and satisfactory driving record
- Current/valid proof of car insurance
- Personal vehicle for transporting clients
- Post-offer employment physical and TB required as per licensing standards
- Acceptable background report
- Negative drug screen results

Supervisor

Date

Employee

Date