

NEW LIFE COMMUNITY SERVICES (NLCS), SANTA CRUZ, CA

JOB DESCRIPTION

Title: Overnight Technician	Date Written: 2/2018
Supervisor: Senior Tech/Program Director	Last Reviewed/Revised Date: 2/2018
FLSA Designation: Non-exempt	Approved by: Anna Phillips, Executive Director

JOB SUMMARY: Under the supervision of the Program Director the Overnight Technician will provide nightly site supervision and crisis management. Site management supports the successful functioning and maintenance of both the 707 and 717 facilities during overnight hours. The overnight technician will be permitted to sleep during this shift but **MUST** be available to respond to any client needs. This position must be able to document all client interactions that occur on shift and conduct bed checks.

ESSENTIAL DUTIES

- Insure adequate security for program residents and property during shift hours.
- Responsible for dealing with client behavioral and/or medical issues and facility fire, or natural emergencies while on duty.
- May provide therapeutic crisis management.
- Be available as needed throughout the shift to respond to client emergencies.
- Complete staff log and incident report forms, as needed
- Conduct security checks and bed checks throughout shift at random each night.
- Comply with regulatory requirements.
- Must communicate effectively and be able to use current technology in the following areas: case notes, incident reports, correspondence with community service providers.

SECONDARY DUTIES

Perform other tasks as assigned by supervisor, as needed in emergencies, or supporting other staff with supervisor approval.

JOB REQUIREMENTS:

This position requires the employee be available for a full 8-hour shift between the hours of 11:30 pm to 7:30 am.

EDUCATION REQUIRED:

- High School Diploma or higher;
- Completion of addiction counseling program or currently enrolled

LICENSES/CERTIFICATIONS REQUIRED:

- Certified or registered recovery worker with accredited credentialing board, CCAPP or CAADEE.
- The following are required for STOP clearance and may be obtained after start of employment:

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- Live Scan security background check, current CPR/First Aid certification, TB test, Health Screening Clearance.

EXPERIENCE REQUIRED:

- Two years experience in substance abuse counseling; one year of training.

KNOWLEDGE REQUIRED:

Basic knowledge concerning substance abuse disorders and crisis support. Knowledge of addiction, abuse, trauma, mental health, special needs, and the signs thereof. Knowledge of pertinent laws, regulations, and best clinical practices with a focus on high quality.

QUALIFICATIONS:

Bilingual (Spanish/English) preferred; Market knowledge

SKILLS/APTITUDES/TEMPERMENTS:

The Site Manager avoids dual relationships with clients. The Site Manager is an authority figure in the house and is in a position of leadership. The Site Manager will provide appropriate interventions that are positive and loving yet corrective and therapeutic. The Site Manager will not socialize or spend excessive time with clients to maintain proper boundaries.

Skills

- Ability to present information or ideas clearly in English, both orally and in writing. This includes ability to proofread and use correct spelling, grammar and punctuation, and ability to write correspondence and memos.
- Ability to understand and follow instructions, reason and make judgments as they relate to the job or situation.
- Ability to interface effectively with all levels of employees, the public and with clients; to diffuse hostility when needed.
- Minimal proficiency and/or willingness to learn computer skills is necessary. This includes Microsoft Office, Office 365, Google Apps, and other Web applications.
- Ability to problem solve and resolve conflicts especially in high pressure situation.
- Ability to adapt to situations and understand other's feelings and personal viewpoints.
- Ability to work with and relate to other professionals.
- Ability to work and function as a team member.

JOB SETTING

The job is performed in an enclosed climatically controlled office. Work is completed independently and in cooperation with the Clinical Director, Program Director, Financial Director and Executive Director, other company personnel, the public and clients.

AGENCY Mission and Vision Statements

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Mission Statement: New Life exists to provide state of the art addiction treatment and human support services by providing professional, compassionate counseling from a supportive Christian perspective to those who are disenfranchised individuals and families of society by treating the whole person and developing ongoing participation in community.

Vision Statement: Be a leader and resource for the community and international church in regards to addiction treatment and spiritual growth.

PHYSICAL DEMANDS

The job is primarily sedentary with walking and standing as is necessary to carry out the job duties. Normal lifting and/or carrying is limited to approximately 15 lbs., with occasional lifting up to 25 lbs. Heavier items are moved by using proper material handling equipment, assistance from another person or by work order request.

Normal or corrected talking, hearing and seeing abilities are sufficient to perform the required tasks.

Duties and responsibilities may be added, deleted or changed at any time at the discretion of management, formally or informally, either orally or in writing.

My signature acknowledges that I have read and understood the job description.

Signature

Date

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