

JOB DESCRIPTION
COMMUNITY BASED FLEXIBLE SUPPORTS (CBFS)

TITLE: AWAKE OVERNIGHT COUNSELOR

QUALIFICATIONS:

High School Diploma or equivalent and valid driver's license required. At least six months paid or volunteer experience in Social Services field preferred.

SUPERVISION:

Position is supervised by the Program Supervisor.

GENERAL WORK HABITS:

3 – Always; 2 – Most of the time; 1 – Almost Never

All employees are expected to rate at least a **2** on ALL general work habits.

- Being punctual.
- Informing supervisor.
- Remaining alert and focused.
- Requesting assistance.
- Getting along with co-workers.
- Completing assigned tasks.
- Acting in a professional manner.
- Attending training.
- Abiding by agency expectations.

JOB DUTIES:

1. Provide support and direction for individuals requiring night time assistance.
2. Implement all procedures that ensure safety of individuals.
3. Implement evacuation procedures during drills and emergencies.
4. Assist individuals with all morning routines and implement all plans.
5. Implement individuals' medical and medication protocols in accordance with agency and MAP policies.
6. Assist people to access and/or provide all needed transportation.
7. Review and complete all required documentation.
8. Communicate pertinent information to stakeholders.
9. Ensure safety and cleanliness of the physical site.
10. Support all site specific expectations and procedures.
11. Acquire and maintain all required certifications
12. Perform other related tasks as assigned.

I accept this position and the responsibilities inherent therein. I understand that along with the specific duties cited above I am responsible to perform other related duties as assigned. I have had the opportunity to review and ask questions about the Awake Overnight Job Description, and the corresponding site description. I understand that a copy will be placed in my personnel file.

Signature: _____ Date: _____

Print Name: _____

Org. 7/80

Rev: 7/89, 2/94, 10/95, 7/96, 2/98, 1/04, 3/04, 8/05, 2/09, 5/09