



ALTERNATIVES

Community Life For People With Disabilities

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JOB DESCRIPTION

TITLE: ASLEEP OVERNIGHT COUNSELOR

QUALIFICATIONS:

High School Diploma or GED and valid driver's license required. 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 a **2** or better 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. Ensure the safety and well-being of all individuals.
2. Implement evacuation procedures during drills and emergencies.
3. Assist individuals with morning routines and implement all plans.
4. Assist individuals in taking medications as prescribed.
5. Assist people to access and/or provide all needed transportation.
6. Review and complete all required communication logs, notes and service charts.
7. Communicate all pertinent information to staff and supervisor.
8. Ensure physical safety and cleanliness of program as requested.
9. Support all program expectations and procedures.
10. Perform other related tasks as assigned.

Please note this is an abbreviated description. A more detailed description is available upon request.

