



**ALTERNATIVES**

Community Life For People With Disabilities

Real Homes | Real Jobs | Real Relationships

## **JOB DESCRIPTION**

### **TITLE: AWAKE 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 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 nighttime 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.
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 program expectations and procedures.
11. Maintain all required certifications
12. Perform other related tasks as assigned.

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