

Lowell House Addiction Treatment and Recovery
Awake Overnight
Tuesday- Saturday

The Awake Overnight is responsible for the overall safety of the clients and security of the program environment during the overnight hours. **YOU MUST REMAIN AWAKE FOR THE ENTIRETY OF THE SHIFT.**

PRIMARY RESPONSIBILITIES:

- Supervise and monitor the health and safety of clients in the program by completing hourly checks of the perimeter of the program and bedrooms.
- Responsible for maintaining the staffing ratio as assigned by the Program Manager; (remaining on site as directed by supervisor).
- Attending and participating in staff meetings and/or trainings as assigned by the Program Manager.
- Answering telephone.
- Assist with client needs and daily requirements.
- Responsible for household maintenance/cleaning checklist completion.
- Participate in your performance evaluation with the Program Manager.
- Have knowledge and understanding of DPH regulations and LHI Policy and Procedure manuals.
- Responsible for the immediate notification of safety/health/legal issues happening in the program (client or programmatic); includes the completion of an Internal or Critical Incident Report form.
- Responsible for timely calling out to identified supervisor due to inability to cover shift.
- Responsible for completing and authorizing weekly timesheet with your signature to accurately reflect the hours worked on shift.
- Provide Crisis Intervention (client and programmatic issues)
- Utilizing overdose and prevention training (Narcan) if needed.
- Other duties as assigned.

KNOWLEDGE AND SKILL REQUIREMENTS:

- High school diploma or GED minimum requirement.
- Minimum of 1 year of experience working in the Addiction Recovery or mental health related field; which could include internship placement hours.
- Excellent professional boundaries
- Strong verbal & written communication skills.
- Current certification in CPR and proof of TB status.

ORGANIZATIONAL RELATIONSHIP:

- Directly reports to the Program Manager of Men's Recovery Home.

WORKING CONDITIONS:

The ability to have scheduling flexibility to attend necessary trainings to maintain DPH employee standards of care. A successful CORI check is required.

Interested candidates should send a cover letter and resume to Julie White at jwhite@lowellhouseinc.org