

Lowell House Addiction Treatment and Recovery
Awake Overnight

The Awake Overnight is responsible for the overall safety of the clients and security of the program environment during the overnight hours.

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 check list 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 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 cover letter and resume to Victoria Nesto at vnesto@lowellhouseinc.org