

Mary's Inn Maternity Home

Third Shift House Support Position

Position in organization

- The Third Shift House Support staff reports to the House Supervisor.
- FLSA Status – Non-Exempt

Specific Job Duties for Third Shift House Support

- Monitoring security of the house
- Preparing breakfast and food prep for the dinner
- Cleaning of office areas along with additional cleaning not assigned to residents
- Preparing for intakes
- Mentoring to moms when they are up feeding babies/babies sick, etc.
- Checking house supplies (paper products, office supplies, cleaning supplies, etc) and ordering as necessary.
- Monthly ordering from River Bend Foodbank
- Recording freezer temperatures
- Filing/making copies
- Applying bed nights for each resident and their child in eKyros.
- Assuring residents are in their room at lights out and their phones off.
- Set alarm at lights out, disable alarm at 5:30am
- Knowledge of procedure if alarm is activated.
- House Support is expected to have baby monitors on and near them during all overnight hours.
- House Support is expected to do two bed checks each night. This involves physically going into the resident's room to check on mom & baby.
- Other duties as assigned.

General Job Duties for all Shifts

- Use Time Clock on eKyros when starting and ending shift.
- Read progress notes at start of each shift.
- Effectively log progress notes into eKyros.
- Give verbal report to next staff when going off shift.
- Provide a safe environment at all times by ensuring residents abide by the rules/policies set forth (e.g., no cursing, yelling, arguing or disrespectful exchange of any kind.)
- Hold residents accountable for any infractions using the disciplinary guidelines outlines in the resident handbook.
- Able and willing to search resident's rooms/belongings/car as needed.
- Provide transportation in emergency situations

- Ensure doors are locked at all times. Make sure windows are closed and locked at bedtime.
- Turn off all lights in the shared living spaces, only lights left on are the emergency lights.
- Keep thermostat set at reasonable temperature (residents are not allowed to change).
- Conduct inspections of resident's rooms/bathrooms to ensure they are kept at standards identified in the resident handbook.
- Be a positive Christian role model in all your actions and words. Conversations should never include politics or race/racial innuendos; remarks about your personal life should be kept to a minimum. Clothing should be comfortable but modest. Swearing or using God's name is never allowed.
- Attend staff meetings as needed.
- Effectively communicate needs to the House and/or Program Supervisor.
- Maintain confidentiality and comply with HIPAA regulations

Required Knowledge, Skills & Abilities

- High school diploma required; Bachelor's Degree in Social Work or equivalent experience in a residential setting, human services, mentoring, management or education is preferred.
- Able to pass a background check.
- Able to pass a drug screening.
- Able to effectively communicate needs and provide documentation.
- Able to collaborate as a team but work individually.
- Valid driver's license, acceptable driving record.

Physical Demands

- Ability to walk up and down stairs frequently, and regular lifting of 25 pounds and occasional lifting up to 40 pounds.
- Standing – Approximately less than 1/3 of on-the-job time.
- Walking – Approximately less than 1/3 of on-the-job time.
- Sitting – Approximately greater than 2/3 of on-the-job time.
- Use of hands to finger, handle or feel – Approximately between 1/3 and 2/3 of on-the-job time.
- Reach with hands and arms– Approximately less than 1/3 of on-the-job time.
- Talking or hearing – Approximately greater than 2/3 of on-the-job time.
- Vision – Close vision (clear vision at 20 inches or less).
- Travel/Driving - May be required occasionally to attend meetings, offsite training and other work-related events. May require the use of personal vehicle.