**Mary’s Inn Maternity Home**

**Overnight Coordinator**

***Position in organization***

* + The Overnight Coordinator reports to the Program Supervisor.
	+ FLSA Status – Non-Exempt

***Specific Job Duties for Overnight Coordinator***

* + Make sure all residents are home by curfew. If they are not, take the appropriate action outlined in the resident handbook and contact Program Supervisor.
	+ Ensure prayer is said before eating dinner together.
	+ Supper meal is eaten together family style, phones get collected and put away at 5:00 pm Mon-Thursday. Meals are on their own Fri, Sat and Sun
	+ Ensure all kitchen chores after all meals are being completed as outlined by the House Supervisor.
	+ Program Pieces are as follows: These cannot be altered without permission from the Program Supervisor.
		- Monday – Parenting Classes
		- Tuesday – Bible Study
		- Wednesday – One on One with Program Supervisor
		- Recovery Group-must be done weekly and will be tracked on the One-on-One
		- Friday is a free day – self care day. Moms can ask for a volunteer sitter for 1 hour.
	+ Responsible for ensuring all evening programming starts on-time, coach and encourage all resident’s participation ensuring proper policies and protocol are being met. If there is a facilitator or volunteer leading the program, ensure all residents are ready and seated. Cell phones collected and put in box, no exceptions!
	+ Child care for babies during program pieces will be provided by volunteers. Ensure all volunteers are abiding by the policies set forth and are greeted properly.
	+ Ensure devotions are done each night except night of Bible Study and Sunday’s church.
		- Accurately log program information into eKyros.
		- Apply bed nights for each resident and their child in eKyros.
	+ Residents, not staff, are expected to care for all the needs of their children. This position will not babysit babies at any time, including the overnight hours. If a baby is sick and mom needs assistance, staff are allowed to assist but mom must stay awake with staff.
	+ Require residents to be 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.
	+ Overnight Coordinators are allowed to sleep either on the sofa or in the staff bedroom after residents are in bed and other required tasks completed.
	+ Overnight Coordinators are expected to have baby monitors on and near them during all overnight hours.
	+ Overnight Coordinators are expected to do two bed checks each night. You will need to physically go into the resident’s room to check on babies and moms.

***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.
	+ Knowledge of lice check and bed bug procedures.
	+ Knowledge/follow through with resident’s orientation.
	+ Ability to give UA/breathalyzer test and follow guidelines in the resident handbook.
	+ Knowledge of resident’s goals as set in the weekly One-on-One.
	+ Ability to schedule/cancel volunteers.
	+ 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.
	+ 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.
	+ Any activities that require funding will need to be approved by the Program Supervisor.
	+ Attend weekly staff meetings.
	+ Effectively communicate needs to the Program and/or House Supervisor.
	+ Maintain confidentiality and comply with HIPAA regulations

***Required Knowledge, Skills & Abilities***

* + Bachelor’s Degree in Social Work or equivalent experience in a residential setting, human services, mentoring, management or education is preferred.
	+ Be available to work the required fifteen-hour shift 5:00pm - 8:00am.
	+ Provide a safe environment at all times
	+ Ability to effectively communicate needs and provide documentation.
	+ Able to teach, advocate, encourage, counsel, and witness in keeping with the beliefs and practices of the Catholic faith and teachings.
	+ Knowledge of issues experienced by those facing addictions, instability, trauma and pregnancy.
	+ Willingness to assist with connecting women with resources as well as being a mentor.
	+ Excellent interpersonal skills, including the ability to work and communicate with a wide variety of individuals.
	+ Capable of creating and maintaining excellent relationships on behalf of Mary’s Inn
	+ Valid drivers license, acceptable driving record.
	+ Ability to collaborate as a team but work individually.

***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.

**Acknowledgement**

I acknowledge this position description was provided to me and I was able to ask questions for clarity if needed. I agree to and accept the terms and conditions and acknowledge this does not represent a contract of employment.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature Date