



New Life Maternity Job Description 12-hour Overnight Shift

Reports to: Executive Director

Position summary: Oversees evening operations, ensuring the house is safe and secure in accordance with the program's guidelines.

Required Knowledge, Skills and Abilities:

- High school diploma required. Associate's degree or attending college preferred.
- Able to pass random drug testing.
- Ability to effectively communicate verbally and in writing.
- Ability to work independently and follow instructions.
- Valid driver's license and clean driving record.
- Able to walk up and down stairs.
- Clear vision and hearing. Ability to lift 25lbs.
- Able to respond quickly and appropriately in the event of an emergency or life-threatening situation by calling 911.

Specific Job Duties for Overnight Shifts

- Receive report upon arrival and read logbook notes at start of each shift .
- Give verbal report to next staff when going off shift.
- Provide a safe environment at all times by ensuring residents abide by the guidelines of the program.
- Answer the phone..
- Ensure that residents are settled in for the evening according to the guidelines.
- Ensure doors are locked at all times. Make sure windows are closed and locked at bedtime.
- Set alarm to home setting at 10pm and disarm at 7am or earlier if needed.
- Turn off all lights in the shared living spaces, only lights left on are the emergency lights.
- Keep the thermostat set at reasonable temperature (residents are not allowed to change).
- Conduct inspections of bathrooms and kitchens to ensure they are free of any personal belongings, food, formula, dirty bottles, diapers or plates. If there is clean up to be done remind moms and ensure accomplished.
- Assure residents are in their rooms at lights off.
- Oversee/assist if needed with any morning meal preparation, residents are responsible for preparing their own breakfast.
- Complete any required documentation, including log entries, incidence reports and progress notes. Attend staff meetings/trainings as needed.

