



RESIDENTIAL STAFF – PER DIEM

Reporting to the Program Manager, the Residential Staff – Per Diem is responsible for maintaining a safe, sober, and clean environment for all residents during overnights at ANEW Place’s sober shelter at 89 North Street. The Residential Staff – Per Diem provides program supervision, ensures a clean milieu, supports a calm, orderly atmosphere, resolves emergent guest and program situations, and provides social-emotional support to guests on their personal pathways. This position is an as needed, on call role and does not have set hours. You may be requested to work with short notice.

Specific Job Responsibilities

- Ensure house rules and policies are being followed; provide instruction or guidance for guests who are out of compliance
- Make regular house inspections throughout shift, attending to the cleanliness of the house and ensuring safety of the premises
- Remain accessible to guests throughout the night. Overnight staff are expected to remain awake and alert during shift hours
- Communicate through various mediums effectively and regularly with program staff and volunteers
- Complete required documentation in guests’ electronic health record and staff communication logs
- Support guest sobriety and recovery paths
- Supervise and document client medications
- Conduct unsupervised UAs and record results
- Complete warnings for guests breaking house rules including lapses in sobriety. Assist with dismissals for intoxicated guests
- Be alert and capable of handling building emergencies including fire/police/medical. Professionally and calmly handle conflict/crisis situations
- Act in a professional manner at all times, including in verbal and written communication with guests, Board members, staff, volunteers, and community members.
- Handle emergent program needs which can include supply acquisition, minor household maintenance,
- Be able to lift up to 30 lbs., climb stairs/step ladders, walk/sit/stand for extended periods of time. Complete minor physical labor tasks including cleaning and laundry
- Maintain certification in First Aid and CPR
- Proactively seek ways to better the organization and work together as a cooperative team
- Attend meetings and trainings as requested

CURRENT SHIFTS AVAILABLE: Variety of hours including overnight, weekends, and days

Interested applicants should go to the following link to fill out an online employment application:

<https://www.anewplacevt.org/employment.html>