

## **Expanding Horizons Inc. Overnight Awake Job Description**

**Supervised By:** House Supervisor

**Schedule:** Week on/Week off, Monday – Sunday; 9pm – 9am

**Description & Duties:** As an Overnight Awake staff, you will be responsible for multiple duties on a daily basis. The following is a list of tasks that Overnight Awake staff will be required to perform. This list is not all inclusive and Overnight Awake staff can be assigned additional tasks by their direct supervisor, manager, director, or the administration on an “as needed” basis. This is an “Awake” overnight position, meaning you are expected to remain awake during the entire length of your shift.

- Perform grooming and hygiene tasks for residents as needed. This includes simply reminding all the way up to total assistance with all bathing and hygiene needs.
- Provide consistent supervision of residents as required by their risk management plans.
- Provide support and assistance for residents, including behavior management, job coaching, cleaning, meal preparation, transportation, medical appointments, and other supports as needed.
- Prepare meals for residents. The level of meal preparation assistance needed will depend on where you are working.
- Have a working knowledge of all residents behavioral and service plans. Be able to follow the guidelines of these plans as well as any other protocols put in place by management.
- Participate in all scheduled team meetings.
- Administration of medications correctly during scheduled shifts. Following all instructions with the medications by following the 6 “rights” and by communicating with others regarding individual observations.
- Completing daily documentation correctly and thoroughly.
- Attending and completing all assigned training sessions. This will include CPI (physical restraints), CPR, and other trainings assigned by administration.
- Communicating with all team members, including other Residential Aides, Residential Specialists, Team Supervisor, Healthcare Coordinator, and others on the care team.
- Completing assigned house keeping tasks by supervisor.
- Transporting residents with the house vehicle and accurately documenting in the mileage log, as well as reporting any issues with the supervisor.
- Lifting and transferring adults and providing assistance to those in wheelchairs.
- Assisting with purchases for the house and for residents. Maintaining funds accurately by counting funds at assigned intervals.
- Demonstrate a working knowledge of Vulnerable Adult Rules and Adult Foster Care Rules.
- Follow and be familiar with all Expanding Horizons, Inc. policies and procedures.
- Attending work on a regular basis and coming to work in a punctual manner. Notifying direct supervisor of requested days off or of need to take time off while following the policies.

**Required Education/Experience:**

- Be at least 18 years of age.
- Ability to work in a team environment safely.
- Ability to follow directions from supervisor.
- Ability to follow all safety requirements.
- Ability to pass a criminal background check as required by county and state governments.
- Ability to assist residents with transfers.
- Range of motion to perform all required resident's assistance and all job related tasks.
- Ability to stand or be on your feet for long periods of time and lift assistance of up to 40 pounds.
- Ability to effectively communicate, read and write in English.