

Night/Weekend Staff

Responsible to: Office manager

Classification: Non-Exempt

Time Commitment: The position is for evenings, overnights, and weekend days up to 30 hours per week as scheduled. Some flexibility exists to work around employee's schedule limitations. Shifts are assigned in four-, eight-, and twelve-hour blocks, and employees can sleep in the night staff room between 11 p.m. and 7 a.m.

Compensation: This hourly position is offered at \$18.50/hour—no additional compensation benefits.

Qualifications: A committed and growing relationship with Jesus Christ as your Lord and Savior and a deep desire to provide caring support to the residents of New Way in an administrative capacity. Human services experience is desired but not a requirement.

Personal Skills: Excellent interpersonal relationship skills, de-escalation skills, the ability to multi-task and prioritize work in an active environment, attention to detail and problem-solving skills, ability to maintain confidentiality, accountability, adaptability, honesty and integrity, teamwork and collaboration, ability and desire to share the hope of Christ with residents and staff when opportunities arise.

Job Summary: Maintain the facility's safety and support residents.

Responsibilities:

- Insure resident's compliance with house rules
- Meet residents' needs for supplies, medications, etc.
- Have a listening ear for residents
- Keep documentation of day/night events
- Secure the facility at night and open the building in the morning
- Call on-call staff if needed
- Accomplish staff chores as well as resident chore checks daily and room checks weekly
- Other related duties as assigned

Teamwork and Collaboration:

- Works in collaboration with the program and other staff to facilitate a team environment
- Demonstrates effective communication skills in building relationships with clients, staff, and volunteers
- Attend all staff meetings as scheduled (twice monthly)
- Have a willing attitude to take on other tasks or duties as needed or assigned

New Way Ministries Values:

- Treat all clients, visitors, and employees with kindness, respect, and dignity
- Adheres to all policies, procedures, code of conduct, and attendance rules
- Maintains strict confidentiality of all information