



APPLY FOR THIS POSITION AS OVERNIGHT CARE COORDINATOR!

Please send your resume to
jobs@handinhandkids.org

Job Description

Job Title: Overnight Care Coordinator
Working Title: Safe Place Care Coordinator
(FT/PT/ On-Call)
Reports to Title: Program Manager
Date: January 2021

FLSA Status: Non-Exempt
Department: Safe Place
Class: Receiving Care
Wage Range: \$15 - \$17

SUMMARY

Safe Place serves as a 72-hour emergency placement for children who have been removed from their parent's or guardian's care due to suspected abuse or neglect and are in immediate need of social services.

The Overnight Care Coordinator is an awake shift (10 pm – 8 am) that ensures the overall supervision and receiving care services of children age 0-17, who have been admitted to Safe Place. The Care Coordinator is also responsible for maintaining general housekeeping and documentation audits.

PRIMARY JOB RESPONSIBILITIES

Essential Job Duties:

- Always ensure the health and safety of children in care by promoting a safe and therapeutic environment.
- Consistently role model appropriate behaviors, emotions, and communication skills to teach anger management, conflict resolution, and problem-solving skills. Participates in the execution of changes to procedures, policies, and systems.
- Consistently advocate for the best interest of each child, within the context and boundaries of Hand in Hand.
- Demonstrate appropriate personal and professional boundaries and awareness regarding our residents, families, co-workers, DCYF, and community resources.
- Utilize verbal de-escalation skills and trauma informed care-interventions during crisis intervention.
- Promote effective teamwork, cooperation, and communication among program staff and volunteers.
- Maintain the integrity and consistency of the programmatic structure and routines.
- Assist in charting and documentation tasks as assigned.

Essential Job Functions:

- Participate in client intake & discharge procedures.
- Submit census every morning to DCYF intake.
- Ensure that all medications are documented and administered properly according to agency/program policies & procedures.
- Perform wake-up routines and assist our younger residents with completing activities of daily living including but not limited to: feeding, bathing, dressing, etc.
- Guarantee the building grounds are secure, locked, and lights are turned off.
- Audit client files to ensure all required documents are present.



- Regularly conduct cleaning and upkeep duties including but not limited to: sweeping, laundry, washing dishes, throwing out trash, restocking supplies, etc.
- Prepare new files and placement packets.
- Resource clothing items and toiletries to each child.
- Maintain an awareness of the program's physical environment and report maintenance and facility safety concerns to the appropriate personnel.
- Regularly participate in overnight fire drills.
- Complete all required documentation and assigned paperwork.

EDUCATION AND EXPERIENCE

- H.S. Diploma AND 1+ year of related experience. A.A. or B.A. preferred.
- Must be willing to take and pass state background check.
- Ability to drive agency vehicles.
- Experience using office equipment (printer, copier, phone systems, etc.)
- Strong sense of discretion and professionalism.
- Flexibility and willingness to work a varied schedule including mornings, evenings, weekends and holidays.

Per the Department of Children, Youth & Families, the following is required:

- Current certification in First Aid and Cardiopulmonary Resuscitation (CPR) including infants or willing to obtain certification upon hire.
- Completion of a minimum of two hours of instruction on blood borne pathogens in the past five years or willing to complete instruction upon hire.
- Must be at least 21 years of age.
- Must possess a current driver license and clean driving record.
- Liability automobile insurance is required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Exceptional ability to develop and manage professional, productive client relationships with an emphasis on excellent customer & client service
- Flexibility and willingness to work a varied schedule including mornings, evenings, weekends, and holidays
- Strong sense of discretion and professionalism.
- Organizational and time management skills
- Confidentiality
- Detailed-oriented
- Dependability and reliability
- Working knowledge of Microsoft Office Suite (Excel, Word)
- Self-starter and resourceful
- Customer and client service orientation
- Creativity and strong problem-solving skills
- Strong written and verbal skills

PHYSICAL DEMANDS

To successfully perform the essential duties of this position in a 10-hour workday, an individual must be able to lift/carry up to 10 pounds occasionally. The applicant must be able to sit, stand,



walk, bend, squat, kneel, crawl, climb and reach above shoulders. The applicant also must be able to perform fine motor functions as well as possess functional vision, hearing, and speech in order to communicate effectively with clients, client advocates, and staff. The applicant must have the ability to move freely about the organization, drive and support services and departments as requested, able to use a telephone and personal computer for prolonged periods of time. *While some absences may be protected by federal, state and/or local laws*, regular attendance is an essential function of the job. Reasonable accommodations may be made to assist individuals with disabilities to perform essential job functions.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work performed; it is not intended as an exhaustive list of all duties, responsibilities and required skills for the position. Employees will be required to follow any other job-related instructions and to perform other duties requested by their supervisor in compliance with Federal and State laws. Requirements are representative of minimum levels of knowledge, skills and/or abilities necessary to perform each duty proficiently. Continued employment remains on an “at-will” basis.

ACKNOWLEDGMENT

The above job description has been reviewed with me. I understand my duties and responsibilities. I also understand that duties and responsibilities may change in order to meet the needs of the organization.

Employee Signature

Date