

Relief Staff

Job summary: Provide shift coverage on a per diem basis for daytime, evening, and overnight shifts in the residential Step Program (Transition to Independent Living) for adolescents and young adults.

Supervisor: Step Program Director

Qualifications:

- Some experience with youth is preferred
- Acceptable CORI check
- Valid driver's license and reliable transportation
- Excellent communication and interpersonal skills
- Must be able to go up and down three flights of stairs for routine checks and crisis response

Duties and Responsibilities:

- Demonstrate an ability to work with and understand the needs of our program participants
- Complete relief staff orientation process
- Maintain physical presence on site throughout duration of shift
- Conduct scheduled and random apartment checks at 11th Street and Scattered Site apartments as needed
- Enforce program rules, policies and procedures
- Document all participant and shift activities in handwritten log
- Distribute medication to program residents as directed
- Perform crisis intervention when necessary
- Notify on-call staff during emergency situations
- Write Incident Reports and other paper work as needed
- Perform specific duties as outlined by Program Director

Compensation: \$10 per hour for daytime shifts