



DIAL/SELF Youth and Community Services

Relief Staff

**21 Abbott Street
Greenfield, MA
01301**

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www.dialself.org**

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Executive Director

David Voegele
director@dialself.org
(413) 774 7054 x107

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

Supervisor: TILP Director

Qualifications:

- Some experience with youth is preferred
- Acceptable CORI check
- Valid driver's license and reliable transportation
- 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 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: \$9 per hour for daytime shifts, \$53 for overnights Monday-Friday, \$75 for overnights Saturday-Sunday