

Ocean's Harbor House
Job Description

Overnight Counselor ~ part-time

Description of the Position:

Want to be part of a forward thinking, creative, youth centered culture? Join our team of valued staff as we plant the seeds of hope in the lives of young people. Ocean's Harbor House is a growing leader in prevention and intervention services for homeless and abused youth and youth and families in crisis. We provide services to over 750 individuals each year across all platforms. We offer a competitive salary and opportunities for leadership and professional growth. We are on a mission to enable young people to unlock their potential by learning skills that empower them to build successful lives, relationships and futures.

Under the supervision of the Residential Program Manager, an Overnight Counselor is responsible for assisting in the daily operation of the agency's Youth Shelter and Supervised Transitional Living Programs.

As an Overnight Counselor, you play a direct role in improving the lives of our clients and residents each day by providing and promoting an environment of safety and empowerment. You will provide direct supervision of youth in residence during that shift. This overnight shift is an essential part of our 24/7 operations and provides a certain level of autonomy and trust within the organization. Working the overnight shift provides flexibility during the day.

This position is a part-time position (hourly up to 25 hours weekly). This position qualifies for NJ Earned Sick Leave (1 hour for every 30 hours worked up to a maximum 40 hours of leave per benefit year), this position also qualifies for agency overtime standards (time and a half after 36-40 hours worked).

Responsibilities:

- Assists in the maintenance of 24-hour coverage
- Provides direct supervision of the youth in residence during shift
- Assists in providing crisis intervention services including hotline calls, drop in services, and responding to resident issues
- Assists with emergency screening and intake
- Ensures home is maintained including house laundry, light cleaning and meal preparation
- Assists in completing screening and intake activities
- Attends employee supervision meetings and staff meetings, as scheduled
- Attends staff trainings as required
- Conducts daily medication log checks, administers medication, medication inventories and calls in refills
- Completes daily data entry and sets charts/files for oncoming shifts
- Ensures scheduling and cancellation of client transportation
- Completes other related duties as required. As Ocean's Harbor House is an essential agency

ensuring continuity of services to vulnerable youth, young adults and families, all staff are critical and considered essential employees of the agency; essential staff duties are not only during crisis times.

- All staff are employed by Ocean's Harbor House and while they are assigned to a respective program to perform primary duties, staff may be required to work in other programs to ensure that services are provided to clients in that respective program. Staff will be cross trained so that they are familiar with the other programs of Ocean's Harbor House.

Benefits:

- An opportunity to help youth at risk and help empower them to build successful lives, relationships and futures
- Forward Thinking, Youth Centered Culture
- Competitive Compensation Strategy
- 401K Program with employer match
- Free professional trainings with opportunities for CEUs
- Part of a Network of Engaged Community Partnerships
- Professional Development Opportunities
- Availability of appropriate PPE
- An opportunity to help shape the future of the agency
- Leadership Opportunities
- Qualifying employer for the Federal Public Service Loan Forgiveness Program

Education/Experience:

- BA/BS or Associates degree and at least 1-year social service experience, preferred youth work
- Knowledge of Crisis Intervention and Trauma Informed Care techniques
- Knowledge of the Department of Children and Families, Children's System of Care and Juvenile Justice System

License and Skills:

- Must have a valid New Jersey Driver's License
- Attention to detail, presentation skills, good written and oral communication skills, problem resolutions, organization

Computer Skills:

To perform this job successfully, an individual should be able to use basic computer application to include Microsoft Office, Outlook, and the Internet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands and talk or hear. The employee is frequently required to stand; sit and stoop, kneel, crouch, or crawl, walk; reach with hands and arms and climb or balance. The employee must occasionally lift and/or move up to 40 pounds.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should be able to use basic computer application to include Microsoft Office, Outlook and the internet.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate or loud. Employees will be in a housing environment with multiple clients and staff.

Essential Status:

Ocean's Harbor House is considered, under New Jersey Executive Order, an essential agency ensuring continuity of services to vulnerable youth, young adults, and families. The New Jersey

Office of Emergency Management identifies essential employees as those people who are designated as required to work when an office closing is authorized and these employers and employees must provide services around the clock. This permits Ocean's Harbor House to continue operating without limits on their scope of service or hours of operation, absent any further amendments by the State Director of Emergency Management.

Print Name: _____

Signature: _____

Date: _____