



## **JOB DESCRIPTION**

**Job Title:** Residential Technician – Evening Shift (2:30 – 10:30 pm)

**Ministry:** Marygrove

**Reports To:** Program Manager

**Date:** 01/01/2025

## **OUR MISSION**

To bring the healing, help, and hope of Jesus Christ to those in need with a compassionate, caring presence.

## **POSITION SUMMARY**

The Evening Residential Technician is responsible for supervising and caring for residents and implementing the program's policies, procedures, and services in the cottage. This position has a consistent work schedule that includes evenings, weekends, and holidays. Additionally, staff may be required to work beyond their scheduled hours during emergencies.

## **OVERVIEW & RESPONSIBILITIES**

- 1) Implements day-to-day operation of the residential service program
- 2) Implements policies, procedures, and part of the service plan of the agency and each resident.
- 3) Maintains effective communication with other staff, in charge personnel, supervisor, on-campus social workers, and school personnel.
- 4) Completes required reports accurately and timely and maintains required documentation of selected aspects of services.
- 5) Completes all incident reports, individual resident logs, and cottages logs.
- 6) Coordinate healthcare needs of the residents with nursing service during shift
- 7) Administers and logs all medications according to the schedule
- 8) Prepares supper for the cottage on weekends and holidays or any time the cafeteria is closed
- 9) Monitor and assist residents during study and quiet time
- 10) Ensures that residents follow daily posted schedules and that tasks are completed

- on time (showers, duties, telephone, group meetings, etc.)
- 11) Leave the cottage in proper order and ensure it is clean for the overnight shift.
  - 12) Transports residents as needed, including from school, shopping, or any approved activities.
  - 13) Notifies appropriate personnel on and off campus in emergencies.
  - 14) Attends all required/mandatory training and team meetings
  - 15) Gives the incoming workers accurate reports on activities during the shift.
  - 16) Help the organization meet its quality improvement, evaluation, and reporting requirements by contributing to developing outcomes, participating in data collection, interpreting data, and applying it to improve practices and outcomes
  - 17) Performs all duties as assigned by the Program Manager.

## **KNOWLEDGE & EXPERIENCE REQUIREMENTS**

- High School Diploma or GED.
- Experience in residential care applying Trauma-inform care.
- Requires sensitivity to the cultural diversity of clients and employees.
- Be team-oriented and able to work independently.

## **SKILLS & COMPETENCIES REQUIRED**

Maintain professional relationships and communicate effectively with clients, co-workers, and outside agencies—the ability to confront issues with staff professionally.

Individuals in the position must meet and maintain their physical and mental ability, with or without accommodation, to:

- Physical Intervention: Protecting the residents' and yourself through passive physical restraint.
- Regularly required to stand and talk or hear.
- Frequently required to use hands to finger, handle, or feel and reach with hands and arms.
- Occasionally required to walk and sit.
- Occasionally lift and move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.
- Excellent oral and written communication skills.
- Ability to read and analyze documents.
- Ability to effectively present information to co-workers and supervisors.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the Business community.

## **RESOURCES FOR WHICH ACCOUNTABLE**

Stewardship responsibilities include business computers, postage meter, fax machine, personnel and payroll files, petty cash, and checking account.

EMPLOYEE NAME	DATE
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HR REPRESENTATIVE	DATE
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