

**Title:** RHY Overnight Housing Monitor (OHM)

**Department:** Step/Night Owl

**Supervisor:** Director of Residential Services

**Status:** Stipend Compensation; no standard benefits.

**Job Summary:**

The Overnight House Monitor position is for coverage of the Step program clustered housing site and the NightOwl Teen Warming Center, when applicable. If the responsibilities include supporting the Night Owl Teen Warming Center, the OHM is expected to be awake during the shift. If there is no night owl client the OHM can sleep after last curfew's have been checked in the Step Program. Hours are from 10pm to 8am, for 3 or 4 nights per week preferred. The OHM will interact with and supervise any overnight program participants, and may be assisted by volunteers or additional staff. As needed and appropriate, the OHM will contact the on-call 24 hour supervisors for assistance.

**Qualifications:**

- Appropriate training and education, including at least 1 year of relevant non-profit experience
- Excellent communication and interpersonal skills
- Ability to manage stressful situations and maintain boundaries
- Ability to follow procedures and reporting requirements for two distinct programs
- Ability to multitask and handle several different situations at once
- Familiarity with or willingness to learn Positive Youth Development principles
- Must have a valid driver's license and reliable automobile
- Basic proficiency with word processing software and internet
- Must be able to go up and down three flights of stairs for routine checks and crisis response
- Pass a criminal background and sex offender registry check

**Duties and Responsibilities:**

- Be on-site from 10pm – 8am on nights assigned.
- Transport Night Owl youth from overnight facility in the morning, to Greenfield, as needed. Provide transportation to Step youth, when necessary.
- Establish positive relationships and maintain appropriate boundaries with overnight youth.
- Hold youth accountable to programs' expectations and regulations.
- Keep programs' staff and on call support informed of incidents or notable information through phone and/or email during shift hours.
- Interact appropriately with youth who are or have experienced homelessness and may be trauma survivors.
- Provide recreational opportunities for engagement as needed and appropriate, resource information to youth, and engage them in life skills (such as meal preparation, money management, job search, anger management, etc.)
- Supervise any volunteers assisting each night.
- As needed, provide overnight youth with stored medications and complete counts of controlled medications. Document distributed medication.
- Stabilize crisis situations until intervention of on-call staff and/or emergency personnel.
- Complete building checks at specified intervals and when needed.
- Document and hold overnight youth to curfew expectations.
- Maintain log of activities and complete incident reports as needed.
- Participate in supervision meetings and clinical training as needed, for additional compensation.
- Other duties as assigned.

**Compensation:**

- \$75 nightly stipend
- Training time hourly rate of \$10/hour
- \$10/hour rate for non-OHM shift time as needed, if offered.