



Valley Teen Ranch

Awake Night Staff Job Description

Position Identification:

Job Title : Awake Night Staff
Reports to : Awake Night Supervisor & Ranch Administrator
FLSA Classification : Non-Exempt

I. Job Summary

Supervise/check on residents throughout the night. Maintain an atmosphere at all times which will be conducive to the growth and development of each resident.

II. Responsibilities and Duties

1. MUST STAY AWAKE DURING THE ENTIRE SHIFT.
2. Check in on residents at 15/20-minute intervals or more often if necessary to insure that they are in bed and not incidents.
3. Help children to bed, if not they're already.
4. Complete laundry and other chores; may include but not limited to moping, dusting, vacuuming and other chores as required.
5. Contact the Ranch Coordinator if necessary to deal with any crisis.
6. Responsible for performing daily and weekly quality assurance system checks, as required; may perform various household maintenance functions, as required.
7. Responsible for monitoring maintenance needs of physical plant and reporting any deficiencies to administration for correction, as required.
8. Writes daily log narratives on youth and various reports, as required.
9. Fulfill other periodic agency responsibilities which are assigned by management and not already part of this job description.

III. Minimum Qualifications

- A. Must be a minimum of 21 years of age.
- B. Be of good moral character.
- C. Have a genuine interest and desire to serve children and adults.
- D. Position Requirements:
 1. Must have High School Diploma or G.E.D. Equivalency.
 2. Prefer a minimum completion of 60 units, with a preferred field of study in Social Work, Criminology, and

Psychology, Sociology, or related area; prefer a Bachelor's degree in these related fields.

3. Must undergo and pass a thorough background check.
4. No child abuse record or allegation.
5. Have and maintain CA driver license and a safe DMV driving record.
6. Reliable transportation.
7. Have and maintain current evidence of insurance.
8. Typing and computer skills with writing ability
9. Ability to work in a non-smoking atmosphere.
10. Ability to work as part of a team, and be able to perform required tasks with a minimum amount of supervision.
11. Embrace the Mission, Vision, Core Values and Theology of Valley Teen Ranch, Inc.
12. Work the agreed upon schedule, adhere to all VTR Policies and Protocols especially Punctuality Policy & Protocol.

IV. Other Qualifications

- A. Reliable, Responsible and Respectful.
- B. Good communication skills: Written, Verbal and Non-verbal.
- C. Strong administrative skills including: being organized, good time management/prioritization, planning and initiative.
- D. Organizational awareness and sensitivity.
- E. Resourceful and flexible with adaptability.
- F. Integrity and good judgment.
- G. Team player.
- H. Punctual.
- I. Able to follow through with direction/instruction.

V. Personal Growth and Professional Development

1. Regular time devoted to personal study and edification in preparation for service on all levels.
2. Continue professional development by taking courses and seminars relative to casework with children and families.
3. Must attend all VTR Staff meetings & weekly training.

VI. 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 talk or hear. The employee frequently is required to stand; walk; sit; use hands, handle or feel; reach with hands and arms; stoop, kneel, crouch or crawl; and taste or smell.

The employee is occasionally required to climb or balance. The employee must frequently lift and/or move up to twenty (20) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception. Have and maintain the ability to drive company vehicle.

VII. Work Environment

The work environment characteristics described herein 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.

While performing the duties of this job, the employee can be exposed to outside weather conditions. The employee can be exposed to wet and/or humid conditions, extreme cold and extreme heat. The noise level in the work environment can be more than moderate.

I have read, understood and received a copy of the Job Description entitled:

Awake Night Staff.

My signature heretofore attached indicates my willingness to perform the duties outlined. Additionally, I understand that my Employee Performance Evaluations will be based on the duties described therein.

Employee's Signature

Date

Agency Representative Signature

Date