



## Valley Teen Ranch Job Description

### **Position Identification:**

Job Title : TLH Over-Night Staff  
Reports to : TLH Program Director  
FLSA Classification : Non-Exempt

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### **Job Summary**

Staff will oversee the evening, over-night and weekend operations of Valley Teen Ranch Transitional Housing Program. Staff member must be available to intervene in crisis situations and is responsible for maintaining documentation, ensuring the smooth operation of the home during the assigned hours. The staff member will work with other staff and volunteers to create a supportive community, helping to meet the needs of each resident.

### **Essential Functions**

#### **Resident Concerns:**

- Respond to residents' questions and needs.
- Facilitate the communication of client needs to program coordinator.
- Keep a nightly log of activities.

#### **Crisis and Conflict Resolution:**

- Assess and respond to resident crises and conflicts.
- Independently assess the need for external assistance, such as contacting Program Director.
- Manage conflicts as they occur.
- Document conflicts.
- Monitor resident incidents.

#### **Safety and Security:**

- Assess and manage emergencies according to TLH protocol.
- Identify appropriate responses to emergency protocol triggers.
- Identify when external assistance is needed.
- Contact appropriate agencies & personnel: Program Director, law enforcement, medical assistance, etc.
- Monitor the safety and security of the hours.

#### **Education and/or Experience & Background Check**

- Must be a minimum of 21 years of age.
- Must undergo and pass a thorough background check
- No child abuse record or allegation.

#### **Certificates, Licenses, Registrations**

- Obtain certification in CPR/First Aid.
- Upon expiration, employee must renew CPR/First Aid.
- Obtain certification in PRO ACT.

- Must maintain California Driver License and current automobile insurance throughout course of employment.
- Have a safe DMV driving record and have reliable transportation.

### **Other Qualifications**

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

### **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.

### **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.

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**TLH Overnight Staff**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

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.

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Employee Signature

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Date

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Agency Representative Signature

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Date