



PACIFIC QUEST

JOB TITLE & LOCATION:	Overnight Supervisor
POSITION TYPE:	Full Time
POSITION STATUS:	Exempt
WORK WEEK:	Tuesday - Saturday
DEPARTMENT:	Field
REPORTS TO:	Field Manager, Program Manager

JOB DESCRIPTION

Primary Purpose:

Handle direct supervision and scheduling for the Overnight Guides. Maintains and holds an atmosphere of support and safety for students at rest in the bunks. Acts as a liaison between the Overnight Guides and the rest of the Field Department.

Essential Duties and Responsibilities:

- Direct Supervision of Overnight Guides including hiring, scheduling, performance observation, facilitation of scheduled employee reviews, and ongoing training - This will require presence at multiple programming locations as program needs dictate.
- New Overnight Guide orientation and training setup
- Manage and delegate tasks for Overnight team members
- Act as liaison to daytime Program Supervisor Team
- Communicate concerns and solutions to the Field Management team regarding anything related to overnight care of our students and/or issues with Overnight Guides
- Oversee nightly downloads when possible
- Oversee overnight implementation of relevant enhanced supervision measures
- Maintain inventory of resources
- Work closely with Field Managers and program manager regarding hiring needs, Human Resources requests, and Overnight Guide training and involvement with the field department
- Routine safety checks throughout facilities
- Drive company vehicles as necessary
- Administration of medication to students as needed throughout the night
- Work overnight shifts as assigned or as needed to cover overnight hours when staffing is short
- Monitor student medication self-administration when needed with proper documentation
- Assist in Transportation of Students Arrivals and Departures including taking lead in outfitting process



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Additional Duties:

- Plan and Facilitate monthly overnight meetings with assistance from field and program managers.
- Additional daytime meetings or trainings may require participation
- Assist set-up of emergency watches and protocols

Competencies:

- Completes tasks accurately and on time
- Follows policies, procedures and instructions
- Treats others with respect and consideration
- Maintains well organized systems, confidentiality and professional boundaries]
- Ability to pass wellness test and Monitor student medication self-administration
- Identifies and resolves problems in a timely manner
- Takes initiative; anticipates program needs whenever possible
- Organized and attentive to detail
- Good listening skills; gets clarification when needed
- Open to giving and receiving feedback
- Able to work with a team of professionals and the ability to work independently
- Requires ability to be a team player, to form mutually respectful relationship with staff and students to grow professionally in meeting the challenges of this position

Skills/Qualifications:

- Valid driver's license and clean driving record
- Must maintain CPI-Non-Violent Crisis Intervention training (provided by Pacific Quest)
- Must maintain current CPR (from a classroom training) and First Aid certification
- Ability to pass a thorough background check and drug screen
- Annual physical and TB testing required
- Experience in supervision and able to work with students in crisis
- Experience with crisis prevention
- Basic computer skills including Google Documents, Gmail, and Medical Records software
- Understands and maintains all Pacific Quest policies including confidentiality, proper notification, and professional communication
- Must be at least 21 years old

Work Hours:

- Standard work hours 4pm - 12a
- Work overnight shifts as needed to support operational needs and/or crisis situations

Physical Demands:



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With or without reasonable accommodation, the physical and mental requirements of this job may include the following: seeing, hearing, speaking, and writing clearly. Occasional reaching with hands and arms, stooping, kneeling, crouching, crawling, frequent sitting, standing and walking, may be required for long periods of time and may involve climbing stairs, walking up inclines and on uneven terrain. Additional physical requirements may include, frequent lifting and or moving up to 50 pounds.