

Job Description

JOB TITLE: Center Assistant (On Call)
FLSA STATUS: Non-Exempt
REPORTS TO Direct Services Manager-Residential Services
DATE REVIEWED: June 2009

JOB SUMMARY: Provides coverage in the center facility on an on call basis when needed and ensures the efficient daily operations of the residential centers while ensuring safety and support for participants.

RESPONSIBILITIES COMMON TO ALL AGENCY EMPLOYEES:

- Maintains confidentiality and trust for all employees, participants and visitors.
- Consistently displays culturally sensitive behavior and communication for all employees, participants and visitors. Seeks to expand knowledge base to increase cultural sensitivity
- Seeks win/win solutions, values interdependence, shares a common sense of responsibility for the whole
- Acts in a manner that presents the agency in a positive light, and furthers a positive image for the agency. Demonstrates a positive and respectful personal appearance. Contributes to a clean and orderly facility appearance.
- Demonstrates respect, courtesy and dignity for all.
- Responds in a timely manner in all aspects of communication.
- Maintains safe working environment for self, other employees, and visitors in accordance with applicable standards relevant to the position's job duties
- Displays adaptability and flexibility to encourage team, participant and agency health including: initiating improvements, demonstrating problem solving and creativity, demonstrating motivation for change and enhancement of the organization.

ESSENTIAL DUTIES:

- Monitors and reports the activities of residents in a twenty-four hour facility
- Provides for the security of the facility and safety of the residents and informs appropriate staff of concerns or needs
- Performs security rounds periodically throughout shift
- Monitors all areas of the facility for upkeep, supplies and maintenance needs and informs appropriate staff of needs
- Performs daily routine upkeep of the facility and grounds
- Manages and documents emergency situations and notifies appropriate staff
- Assists clients in using the computer, food activities, daily chores, and other daily program activities
- Assists clients in abiding by the communal living guidelines of the program
- Monitors clients' self-administration of medications
- Monitors client interactions and provides guidance or crisis intervention as needed
- Maintains appropriate staff/client boundaries
- Appropriately maintains accurate information in Client Track.
- May provide back-up in responding to callers on the crisis line
- Attends all scheduled meetings and briefings and required In-services
- Uphold all laws, policies, and procedures of the State of Arizona, The City of Tucson and Emerge!
- Performs other related duties

OTHER SKILLS:

- Crisis intervention skills
- Excellent written and oral skills
- Highly organized and able to multi-task
- Proficient computer skills using MS Programs. Data Base knowledge helpful
- Ability to network efficiently with other agency personnel
- Work effectively as a team member
- Ability to work well independently and be self-motivated
- Effective time management skills

EDUCATION and/or EXPERIENCE:

- Associates degree required, Bachelor degree preferred. Equivalent experience may substitute for education
- One year of relevant experience in a social service agency preferred
- Must be at least 21 years of age
- Bi-lingual (English/Spanish) preferred
- Valid Arizona Drivers License
- Proof of Automobile Insurance
- Fingerprint clearance
- Certified in CPR and First Aid
- Negative TB test

HOURS:

- Provides coverage on an as needed basis; No set schedule or guaranteed hours

PHYSICAL ABILITY:

Must be able to sit or stand for long periods of time and able to lift up to twenty-five pounds.

I have read and understand the job description as outlined.

Employee Signature

Date

Employee Name Printed