

**Benchmark Title****AWAKE RESIDENTIAL NIGHT WORKER****Job Summary**

Monitors and attends to the well being and safety of residents during the night. Maintains a comfortable and clean living environment.

**Key Duties and Responsibilities**

1. Monitors residents through the night and attends to any medical and behavioural needs that arise during the night.
2. Follow through on direction regarding specific residents left by the day staff.
3. Notifies staff of any major problems or emergencies. Responds to emergencies in accordance with established policies and procedures.
4. Supports residents with their morning and evening routines at the beginning and end of the shift.
5. Ensures that residents follow house rules. Monitors curfew regulations and reports to appropriate authorities as required.
6. Administers medications to residents in accordance with established policy.
7. Ensures that logbooks and other documentation such as charts and incident reports are complete.
8. Performs light housekeeping duties such as vacuuming, dusting, emptying garbage, cleaning and laundry. Performs minor building maintenance such as changing light bulbs. Reports maintenance needs to the supervisor.
9. Secures the building by arming alarms and locking doors and windows.
10. Prepares and assists residents in breakfast preparation.
11. Performs other related duties as required.

**Qualifications***Education and Knowledge*

Grade 12.

*Training and Experience*

Six (6) months recent related experience.

Or an equivalent combination of education, training and experience.

# COMMUNITY SOCIAL SERVICES JOB EVALUATION PLAN RATING RATIONALE

**BENCHMARK TITLE:     Awake Residential Night Worker**

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	Education and Knowledge – Requires completion of Grade12	2	38
2	Training and Experience – Requires up to 6 months recent related experience	2	50
3	Physical Demands – Often kneel, bend, crouch or stretch to perform housekeeping duties and minor building maintenance and support residents routines	4	28
4	Concentration – Sometimes listens and responds to inquiries of residents	3	25
5	Independence – Guided by specific instructions, change the order of completion to meet the immediate requests of residents while completing scheduled maintenance and housekeeping tasks	2	29
6	Judgement – Recognises known differences and determines the priority of tasks to respond to medical and behavioural needs in a variety of situations	3	43
7	Leadership/Supervision – Little or no responsibility	1	20
8	Accountability – Errors are quickly discernible when assisting with morning and evening routine	2	29
9	Communication – Provides explanation to staff of major problems or emergencies	3	43
10	Care of Individuals – Work involves caring for clients medical and behavioural needs, administering regulated medications and preparing breakfast	4	40
11	Environment/Working Conditions – Often exposed to some undesirable working conditions in the form of unpleasant dealings with uncooperative or demanding clients and in performing light housekeeping duties	4	33
<b>Total Points</b>			<b>378</b>