

Santa Barbara Rescue Mission Position Description

Position Title: Women's Program Clerk/Night Security

Reports To: Women's Program Director

Department: Women's Program

Status: Non-exempt, part-time

General Function:

The Program Clerk/Night Security provides supervision in overnight security as well as shift assistance as scheduled. During shifts scheduled, the incumbent provides overall program stability and assistance as determined by Direct Care Staff and the Women's Program Director. This position works within the policies, plans, directives, and guidelines established by the Santa Barbara Rescue Mission Board of Directors.

Position Requirements:

This position requires a general understanding of drug/alcohol recovery and residential treatment, the ability to execute personal and organizational responsibilities, and make necessary referrals to other team members. The ideal candidate has good communication skills, is comfortable receiving direction regarding daily tasks, and is capable of working both independently and within a team environment.

Principal Activities:

1. Provides Bethel House Safety:

- maintains appropriate boundaries in all relationships with residents
- ensures a secure and safe therapeutic drug free environment
- acts as the overnight contact person for program residents
- maintains a safe and secure environment reporting any unsafe conditions
- reports immediately all unsafe conditions to all appropriate persons
- reports all pertinent events during shifts
- protects resident confidentiality and anonymity
- conducts inspections of facility for cleanliness and contraband
- conducts searches of all necessary possessions brought into the facility
- maintains, sets, responds, reports, resets all alarms
- responds, resolves, reports any night hour crisis
- determines when a medical emergency exists and Calls 911

2. Supports Program Staff and House Manager:

- reports to House Manager or staff on duty to receive directives
- conducts room/chore inspections, reporting concerns/non-compliance to House Manager
- trains, monitors, and assists program resident's in completion of assigned tasks
- assists in organization of house and office supplies
- responds to all necessary pick-up needs (i.e.: on call errands, Food Bank, medications, Yanonali food/donations, etc.)
- works with House Manager to coordinate resident appts and necessary transportation
- assists as on-call driver and escort (ER trips, resident medical appts, SBRM clinic)
- helps with intake checklist (including resident picture I.D.s, TB tests completion)

3. Provides Front Desk/Phone Coverage:

- monitors front desk/front door when Treatment Team is unavailable; specific times to be determined by supervisor
- searches purchased items and resident's belongings as needed
- receives incoming phone calls and takes messages when appropriate
- refers residents to Direct Care Staff for counseling, conflict and behavioral issues, and any program decisions
- reports to staff on duty any concerns or questions that arise

4. Schedule Requirements:

- The Program Clerk position will have a set number of shifts per week as scheduled by the Program Director and may have the occasional opportunity to work as-needed shifts as well.
- Additionally, the Program Clerk fills the Night Security Position, by living and sleeping at 24 W. Arrellaga St, SB, 93101 and must be available on-site in case of emergency between the hours of 11pm and 7am, every day of the week. In exchange for this service the Program Clerk receives free room and board.
- Up to one weekend, defined as two (2) overnights, each month may be granted off with advance notice and approval of the Women's Program Director. These nights off are not guaranteed, but SBRM will work to provide them for you. All requests must be made to the Women's Program Director, who will arrange coverage if the request is granted.

Effect on the End Result

This position assures that the Bethel House Women's Recovery Program operates in an effective way, that a safe therapeutic environment is maintained, and that all operational policies and procedures are consistent with the Mission, Vision, and Values Statements.

To Apply

Please submit a resume and cover letter to hr@sbrm.org.