**Mary’s Inn Maternity Home**

**Direct Support Professional**

***Position in organization***

* + Reports to the Program Director.
* FLSA Status – Non-Exempt

***General Job Duties***

* + - Use Time Clock on eKyros when starting and ending shift.
    - Read progress notes at start of each shift.
    - Give verbal report to next staff when going off shift.
    - Effectively log progress notes and program information into eKyros.
  + Provide a safe environment at all times by ensuring residents abide by the rules/policies set forth no-cursing, yelling, arguing or disrespectful exchange of any kind.
  + Hold residents accountable for any infractions using the disciplinary guidelines outlined in the resident handbook.
  + Able and willing to search resident’s rooms/belongings/car as needed.
  + Knowledge of lice check, bed bug procedures.
  + Able to give UA/breathalyzer test and follow guidelines in the resident handbook.
  + Knowledge of resident’s progress in Orientation.
  + Knowledge of resident’s goals as set in the weekly One-on-One.
  + Willingness to assist with connecting women with resources as well as being a mentor.
    - Conversations should never include politics or race/racial innuendos; remarks about your personal life should be kept to a minimum. Clothing should be comfortable but modest. Effectively communicate needs to the Program Director.
  + Provide transportation in emergency situations.
  + Maintain confidentiality and comply with HIPAA regulations.
  + Residents are expected to care for all the needs of their children. This position will not babysit babies at any time. Instead, staff will offer suggestions on where baby can be kept safely while residents attend to their own needs.
  + Ensure all kitchen chores after all meals are being completed.
  + Ensure doors are locked at all times.
  + Keep thermostat set at reasonable temperature (residents not allowed to change).
  + Conduct inspections of resident’s rooms/restrooms to ensure they are kept at standards identified in the resident handbook. Make sure lights and heaters are off in residents’ rooms if they are gone; follow through with a fine if left on.
  + Able to schedule/cancel volunteers.
  + Able to coordinate/plan/prepare meals.
  + Any activities that require funding from Mary’s Inn must receive approval from the Program Director.
  + Attend weekly staff meetings.
  + Knowledge of filing system and basic knowledge of Microsoft office.
  + Extra duties as assigned.

***Specific Job Duties for daytime hours (8 am – 5 pm)***

* + Bedroom & bathroom checks daily.
  + Knowledge of performing intakes.
  + Saturday’s staff will check chores by noon; Sunday’s staff will be sure residents get to chapel/church by noon.
  + Knowledge of proper handling of all non-cash donations.
  + Assist in keeping the house organized at all time, drop off donations as needed at appropriate resources.
  + Check the mailbox.

***Specific Job Duties for evening hours (5 pm – 10 pm)***

* + Ensure curfew is kept.
  + Ensure No Phone policy is enforced during dinner and programming.
  + Ensure all kitchen chores are completed (sign off when done).
  + Ensure program pieces begin and end as scheduled.
  + Ensure evening devotion takes place.

***Specific Job Duties for overnight hours (10 pm – 8 am)***

* + Ensure lights out is enforced.
  + Bed checks every 2-3 hours.
  + If a resident is up with her baby, you will be up keeping her company. The resident will do the care-giving, not the employee. If all moms are sleeping, you may sleep.
  + Ensure there is no co-sleeping. Babies are never allowed in bed with mom. All night feedings will take place in the common room.
  + Disinfecting the common touch areas of home (doorknobs, etc), especially when there is sickness in the house.
  + Record the freezer/refrigerator temperatures.
  + Check the radon level.
  + Arm and disarm the security system.

***Required Knowledge, Skills & Abilities***

* + Be a positive Christian role model in all your actions and words. Be able to teach, advocate, encourage, counsel, and witness in keeping with the beliefs and practices of the Catholic faith and teachings. Swearing or using God’s name in vain is never allowed.
  + Able to non-judgmentally accept a person and offer unconditional love.
  + Knowledge of issues experienced by those facing addictions, instability, trauma and pregnancy.
  + Able to effectively communicate needs and provide documentation on laptop.
  + Able to collaborate as a team but work individually.
  + Valid driver’s license, reliable vehicle, acceptable driving record as well as proof of insurance.
  + Bachelor’s Degree in Social Work or equivalent experience in a residential setting, human services, mentoring, management or education is preferred but not required.

***Required Physical Demands***

* Able to walk up and down stairs frequently.
* Able to regularly lift up to 25 pounds and occasionally lift up to 40 pounds.
* Standing – Approximately less than 1/3 of on-the-job time.
* Walking – Approximately less than 1/3 of on-the-job time.
* Sitting – Approximately greater than 2/3 of on-the-job time.
* Use of hands to finger, handle or feel – Approximately between 1/3 and 2/3 of on-the-job time.
* Reach with hands and arms – Approximately less than 1/3 of on-the-job time.
* Talking or hearing – Approximately greater than 2/3 of on-the-job time.
* Vision – Close vision (clear vision at 20 inches or less).
* Travel/Driving - May be required occasionally to attend meetings, offsite training and other work-related events. May require the use of personal vehicle.