

**Program Staff I
Sullivan House**

Reports To: Program Director and/or Assistant Program Director

Responsibilities:

- Maintain accurate log entries
- Perform regular hourly rounds in/outside of program
- Conduct bedroom checks
- Complete all required documentation in an accurate and timely manner (Incident reports, etc.)
- Attend staff meetings as required
- Ensure client/resident safety and cleanliness of the House at all times
- Ensure that sidewalks, porches, stairs, and doorways are clear of all debris, snow, ice, and other objects to allow proper access to and egress from the building
- Ensure that all Program policies and protocols are consistently followed in all Program functions.
- Facilitate and/or supervise urine drug-screening collection processes and the administration of medications in accordance with Program-specific policies and BSAS protocols.
- Protect the integrity and confidentiality of the clients and Program at all times.
- To be present and punctual for all assigned shifts
- Conduct fire drills using evacuation plan
- Abide by all MHSA policies regarding boundaries, strict confidentiality and ethical standards at all times
- Attend in-service and outside trainings and instruction as directed by the Program Director
- Various other responsibilities, as assigned by the Program Director or Assistant Program Director from time to time and/or as needed to ensure proper functioning of the program

Qualifications:

- High School Diploma or GED required
- Demonstrated reliable attendance and punctual reporting for work required
- Excellent interpersonal skills
- Competent written and oral communication skills
- Ability to work with diverse population
- Ability to work as a part of a team
- CPR/AED and First Aid Certification (MHSA will provide training opportunity)
- Valid driver's license required
- Demonstrated reliable personal transportation for work activities required
- Bilingual (English/Spanish) preferred