



Overnight Clinical Support Staff * New Hope Manor Barryville, NY

Overview: New Hope Manor is seeking Overnight Clinical Support Staff Part-time in Barryville, NY. The Overnight Clinical Support Staff is responsible to support patients in stabilization and rehabilitation. This is an awake position; staff must always be available for patient's needs, address concerns or to readily respond should an emergency arise.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

Complete rounds of facility on an hourly basis, ensure entrance doors are locked, office doors are locked, and kitchen doors are locked.

Ensure all residents are accounted for and in correct area at correct time

Manage conflicts as they arise and report via email clinical supervisor and call if appropriate

Complete incident reports documenting necessary situations including but not limited to; burns, cuts, stings, emergency room visits and suicidal ideation

Disinfecting/sanitizing of common areas in the house, observation rooms while not occupied, and log appropriately. Launder new admissions clothing and donations. Maintain client attic, seasonal rotation of clothing, inventory and organization

Ensure all necessary information from shift is communicated through Staff Log. Speak with available staff at beginning and end of shift to discuss any concerns or necessary updates

Act as a Positive Role Model

Ensure compliance with state, federal and local regulations including but not limited to confidentiality and reportable incidents

Minimum Qualifications (Knowledge, Skills, and Abilities)

High school or equivalent

Substance abuse knowledge

Must be able to work as a member of team and independently

Effectively communicate orally and in written form

Ability to organize and exhibit self-motivation

Must be willing to ask questions, accept feedback and be accountable for actions

This is an entry level position. Experience working the human services field or substance abuse field is helpful. CASAC-T or individuals currently enrolled in the CASAC program may apply.

New Hope Manor, licensed by the NYS OASAS, offers all-female, residential substance abuse treatment, accepting all women ages 13 and up, including those who are pregnant and those who would like to have young children under 3 stay with them while they are in treatment.

EOE

Requirements:

Background Checks

Reference Checks

Drug Testing

High School Diploma

Shift, Salary, and Benefits: This is a Part-Time Position, Wednesday - Friday, Shift Varies, \$18.00 hourly, Benefits include: 403B Retirement Plan

Apply by contacting Kristy Bayly by email at Kbayly@newhopemanor.org