

## Job Description

<b>Job Title:</b>	Dorm Night Attendant
<b>Employment Location:</b>	Circle of Nations Dormitories 832 North 8 <sup>th</sup> Street Wahpeton, ND 58075
<b>Department:</b>	Residential
<b>Immediate Supervisor:</b>	Dormitory Manager
<b>Pay Status:</b>	Non Exempt
<b>Calendar Classification:</b>	9- Month Staff
<b>Terms of Employment:</b>	Salary and work year to be established by the school board.
<b>Evaluation:</b>	Performance of this job will be evaluated in accordance with the provisions of the school board's policy on evaluation of staff personnel.
<b>Education/Qualifications:</b>	32 credit hours. Prefer AA degree in mental health or equivalent course work in related field. Subject to background check of child abuse. Must be able to read, write, and maintain records with accuracy, be in good physical condition and physically mobile. Must either possess or be able to become Red Cross Certified Provider. Must possess a valid driver's license. <b>Prefer a Class A or B CDL license. Minimum requirement ability to obtain a Class C CDL license with a Passenger and or School Bus Endorsement.</b>
<b>Physical Activity:</b>	Employee will be required to stoop, kneel, stand, walk, sit, lift, speak, and hear.
<b>Physical Requirements:</b>	Employee shall be able to exert up to <b>&gt; 100 lbs</b> of force occasionally and up to <b>25 -50 lbs</b> of force frequently to lift, push, pull, carry or otherwise move objects, including the human body.
<b>Mental Requirements:</b>	Employee shall be able to appropriately adapt to mildly stressful and/or emotional situations.
<b>Working Conditions:</b>	Worker is subject to activities that occur indoors and outdoors. Outside temperatures range from below 32 degrees to above 75 degrees.

### Management responsibilities

- Must read daily log for instructions.
- Responsible for organizing evening duties such as laundry, cleaning, and half-hour checks of students, windows and doors.
- Responsible for keeping all office doors locked when staff is not present.
- Responsible for filing or paperwork that is necessary.
- Responsible for ensuring the medicine cabinet is locked at all times.

- Responsible for daily attendance forms.
- Responsible for ensuring that no telephone calls for students are allowed after 9:00 PM (unless it is an emergency).
- Must demonstrate professional confidentiality which we guarantee in parental rights.
- Any other duties as assigned by the dorm manager/residential director

#### **Teamwork and Collaboration**

- Consult with dorm manager prior to a child referral to professional counseling staff.
- Report symptoms of illness, injury, physical abuse, chemical abuse and other health and safety issues to dorm manager and nurse. Knowledgeable of first aid procedures. Consult with dorm manager prior to a referral to chemical dependency counselor. Follow mandated reporter procedure for suspected child abuse or neglect.

#### **Communication and Documentation**

- Responsible for documenting in the dormitory logs and all half-hour bed checks.
- Responsible for documenting in the dormitory log all ongoing activity that takes place; i.e. telephone calls, persons entering the dorms, student check out times, student return times, students entering the dorms, and students wandering the halls.
- Responsible for documenting any and all medications given to the students. Sign name in the MAR book when giving students medications.

#### **Training and Professional Growth**

- Must be able to obtain the appropriate certification, licensing requirements or training in the following areas
- Crisis Prevention Intervention (CPI)
- Cardiopulmonary resuscitation (CPR)
- Automated external defibrillator (AED)
- First Aid
- Medication Administration
- Suicide Prevention
- Child Abuse and Mandated Reporting requirements and procedures
- Confidentiality requirements and laws
- Family Education Rights and Privacy Act (FERPA)
- Suicide Prevention
- Student Rights
- Student Check out Policy
- Continuity of Operations Plan (COOP) Plan
- Blood Borne Pathogens
- Emergency Response Plan (ERP)
- Fire Safety and Fire Drills
- Serve Safe
- Must possess a valid driver's license in performance of residential duties.

#### **Supervision/Safety/Student Management**

- Responsible for doing bed check with the 2:30-11:00 PM shift before they leave for the night.
- For emergencies, i.e. AWOL's, fire, huffing, and assaults, call CPO's and dorm manager/residential director.
- In case of fire must follow "fire escape plan" in Emergency Response Plan Binder.
- Reinforce rules, routines, and expectations for structured group living.
- Provide a safe, secure, clean and organized home living environment.
- Perform housekeeping, laundry, and related environmental health duties.
- Must demonstrate a professional relationship with the students.

Note: The signatures below indicate that the employee and administrator have discussed the elements of this job description. Employee signature indicates an understanding of the job description and an understanding that his/her job performance will be evaluated based upon these criteria.

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Employee

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Date

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Administrator

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Date