



Heading Home

Job Title: PRN
Program: AOC Campus
Reports To: Program Director
Hours: Vary
Rate of Pay: 10.35 hourly
Non-exempt/Essential

Summary:

The PRN Back-Up Shelter Staff member shall assist AOC in covering for Shift Supervisor, Respite Care Assistant, Resident Assistant, Maintenance /Janitorial and Security positions. PRN staff must know the job duties for all aforementioned positions and the provision of dorm related services to AOC residents.

Essential Duties & Responsibilities of a PRN include:

- Overall reports to Shift Supervisor.
- Supports all Shift Supervisors, Resident Assistants, Respite Care Assistants, Security Guards and Volunteers as well as ensures their safety.
- Assist in creating and maintaining an emotionally and physically safe atmosphere.

PRN staff will perform any and all tasks related to the particular position that they are working on any given shift and so must refer to the applicable job description for essential duties, other duties, and responsibilities of that position.

The responsibility of all Heading Home employees includes the following:

- Always represent and promote Heading Home in a positive and professional manner.
- Maintain good attendance and punctuality in keeping with Heading Home Policies.
- Attend all staff and organizational meetings as required.
- Observe and practice safe work habits and practices in compliance with regulations, statures and organizational policies.
- Maintain client, resident, guest and organizational confidentiality in compliance with organizational policies and procedures.
- Read, understand and comply with all guidelines of the Heading Home Employee Handbook

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Skills:

- Knowledge of Microsoft Word, Excel, PowerPoint, and Outlook.
- Knowledge of area service providers and community resources.
- Knowledge of similar community programs.
- Ability to communicate effectively orally and in writing.

Other Requirements

- Valid New Mexico driver's license and reliable transportation.
- Ability to navigate stairs, ladders, ramps and uneven terrain.
- *CPR/ First Aid Certification or ability to become certified within 30 days of hire.

This job description does not constitute an employment agreement between the employer and employee. This document is subject to change by the employer as the needs of the employer and requirements of the job change.

Email Chassity at chassityg@headinghome.org with resume.