



Job Title:	Night Attendant Mentor	Department:	Programs
Supervisor:	In-House Healing Program Coordinator	Last Updated:	November 2022

Job Overview:

Purpose:

Reporting directly to the Program Coordinator, In-House Healing, the Night Attendant Mentor’s responsibilities will include, but are not limited to cleaning, mealtimes being dispensed in a timely manner, overseeing that the kitchen area chores are completed before any programming or free time for the relatives. The Night Attendant Mentor is also expected to conduct regular rotational room checks and safety checks on program relative floors.

Main Job Tasks and Responsibilities

- **Cleaning Duties:**
 - Ensure that the relatives are in bed by assigned scheduled time on weekdays and weekends.
 - Maintain a daily logbook and account for all nightly activities.
 - Relatives’ kitchen area – floor and tidy, clean area
 - Full Clean gathering room nightly (including floors)
 - Full Clean and Disinfect the Television and sitting room (including floors)
 - Relative Room Preparation – Beginning and End of each new cycle
 - Other assigned cleaning duties

- **Building Security:**
 - Records all critical incidents immediately and report them to the Supervisor and/or Executive Director
 - Ensure that all doors, windows, and offices are closed and locked at required times on all floors.
 - Hourly rounds and hourly room checks
 - Smudging Hallways minimal of 2 times per night
 - Ensure a safe environment for all residents on the premises and when escorting off the premises.
 - To safeguard all property of NACM on and off the building property.

- **Relatives Care:**
 - Ensure the safety of all relatives of NACM.
 - Re-assuring and Re-directing relatives that need assistance in the middle of the night.
 - Communicate with the Program Coordinator, mentors, and counsellors at the end of shift changes (verbally/written)
 - In case of illness, accident or inebriation on the premises, the Night Attendant Mentor will respond immediately. Notifying Supervisor Immediately.



- All accessibility to the medication room as per NACM policy, when required – as directed by Supervisor.
- **Emergency Procedures:**
 - Ensure knowledge, protocols, and procedures in the event of an emergency.
 - Safely vacate all relatives from the building when and if fire occurs and contacting emergency services as required (911). Ensuring Direct Supervisor is contacted immediately.
- **Wake Up:**
 - Ensure all relatives are awake by 7:30 a.m. for breakfast, chores, etc.
 - Clean kitchenette by gathering room.
 - All other duties as assigned.

Education and Experience

- Degree/ Diploma/ Certificates in the addictions field
- Grade 12 High School Diploma &/or Equivalent
- A combination of relevant education and experience will be considered.
- Minimum of 2 years' experience working with Northern Communities and their members
- Two years of sobriety and a substance free lifestyle
- Understanding of social factors that affect the health and well-being of relatives
- Trained in CPR and First Aid techniques
- Ability to provide documentation
- Ability to work under pressure
- Good interpersonal and communication skills
- Organization and planning skills
- Problem solving skills/deescalate crisis situations
- Valid Class 5 Driver's License
- Must have working knowledge of NACM emergency procedures.
- Knowledge of the use of fire equipment/fire exits and fire building alarm procedures for the relative's safety.
- Understanding of strength-based approach, trauma- informed care, community capacity - based models and solution focused
- Clear criminal Record check with Vulnerable Sector Search, Child & Adult Abuse checks.