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## **HOMES FOR CHILDREN – NIGHT TIME RELIEF**

### **Position Assignment**

**Title:** Homes for Children – Night Time Relief  
**Organizational Unit:** Homes for Children  
**Recruited by:** Boothe Campus Director  
**Approved by:** Vice President of Homes for Children

### **Working Relationships**

**Reports to:** Boothe Campus Director  
**Staff Team:** Vice President of Homes for Children , Boothe Campus Director, Director of Social Services, Caseworkers, and all Homes for Children staff

### **Basic Functions**

The Night Time Relief plays a front-line role in the Homes for Children program of South Texas Children's Home Ministries (STCH Ministries). The Night Time Relief is responsible for providing the night time supervision for our DFPS kids in care. DFPS kids require twenty-four-hour awake supervision. Night Time Relief will work in keeping with the Homes for Children Program Policies and Procedures Manual specifically related to his/her assignment, and any handbooks provided, and in compliance with the *Employee Essentials* employee handbook.

### **Basic Responsibilities**

1. To provide up to nine hours of supervision, overnight, for cottage while the houseparents are sleeping.
2. To remain awake and alert continuously throughout overnight shift.
3. To maintain a continuous close proximity to the sleeping quarters of the kids in care.
4. To appropriately respond to State appointed monitors during visits.
5. To minimize the noise made in order to promote a quiet, restful environment for both the kids in care and the houseparents.
6. To clean up after themselves, leaving the cottage in similar state to what it was when they

# Position Description

## South Texas Children's Home Ministries

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- arrived.
7. To provide houseparents with a report of anything out of the ordinary that happened in the cottage overnight.
  8. To promptly provide a report to administration within twenty-four-hour regarding visits by state monitors.
  9. To maintain appropriate levels of training.
  10. To adhere to all policies and procedures, campus and residence guidelines, and complete all required documentation within the prescribed timeframe.
  11. To keep the Boothe Campus Director informed, as soon as possible, in the event of emergencies or unusual developments.
  12. To perform all other duties as assigned.

I, the employee, have read, understand, and agree with the position description for Homes for Children – Night Time Relief.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Supervisor Signature

\_\_\_\_\_  
Date