



## Night Shift Coordinator

The Night Shift Coordinator will contribute to the mission of the PTSD Foundation of America to bring hope and healing to Combat Veterans and their families suffering from the effects of combat-related Post Traumatic Stress. We attempt to bring healing by directly providing evidence-based peer-to-peer mentoring, both on an individual basis and in group settings. Performs after-hours tasks to achieve safe operation of Camp Hope and provide a safe, positive, and healthy social living environment for all Veteran residents by ensuring adherence to the rules and regulations of Camp Hope.

**Job Description:** The Night Shift Coordinator must be sensitive, receptive, and mature enough to be neither upset by the Veteran residents, nor cause further adjustment difficulties. They should also be enthusiastic about working with a very diverse group, which includes people with disabilities. They can expect to deal with at-risk residents, either those with substance abuse problems, psychiatric problems, or behavior issues. The Nightshift Coordinator is responsible for the night shift tasks and provides social and moral guidance, completing end-of-day duties on campus, and reporting crisis situations in a professional and timely manner. Reports to night manager.

**Responsibilities:** The Night Shift Coordinator has the following responsibilities and duties:

- Possess considerable knowledge of PTSD and general mental disorders, psychosocial aspects of PTSD and general mental disorders, and understanding the needs of the Veteran Community.
- Communicate and demonstrate the organization's mission, goals, and culture
- Support the strategic direction of the organization.
- Make sure tasks are met in areas including safety, quality, and team member performance.
- Ensure relevant standards, processes and regulations are performed.
- Produce accurate and timely reports with advanced writing skills with exceptional interpersonal skills.
- Maintain resident focus and empathy and monitor well-being of Veteran residents
- Distribute resident mail adhering to designated guidelines
- Understand and maintain familiarity with crisis protocols
- Perform after-hours intake procedure
- Intervene as a mediator between residents to resolve conflicts and bring problematic situations to the appropriate supervisor(s) immediately
- Complete necessary paperwork involved in documenting a crisis
- Any additional duties as assigned

**Requirements:** The Night Shift Coordinator should have the following skills, education, and experience:

- Associates or related field experience. (Experience will be taken into consideration in lieu of education).
- Combat Veteran
- Knowledge of performance evaluation techniques and key metrics.
- Competency in Microsoft (Excel, Outlook, PowerPoint, and Word)
- Complete 30-hour Care & Counsel for Combat Trauma workbook through CRU Ministries with proof of completion certificate.

**Physical Requirements:**

- Regularly requires sitting or standing for extended periods of time.
- Occasional exposure to air and blood-borne pathogens and may be required to wear specialized personal protective equipment and exposure to outdoor weather conditions.

**Compensation:** The PTSD Foundation will provide the following compensation:

- Hourly: \$10.00 - 15.00
- Medical, Dental, and Vision
- Life Insurance
- Other benefits