

## Job title

Program Assistant (Part-time)

## Company

Dismas Home of NH

## Location

Manchester, NH 03102

## Street address

102 4th Street, Manchester, NH, USA

## Salary and Benefits

\$15.00 per hour

Benefits: Paid time off

Additional pay: Signing bonus

## Job type

Part-time

## Job description

A Program Assistant is a key part of the Dismas Home of NH team, and focuses directly on the needs of residents, previously incarcerated women, transitioning/re-entering back into the community from incarceration who are being treated for substance use disorder and/or mental illness, working across boundaries of care, organization, and role. They will provide support, give time to the resident and thus promote their recovery and successful transition/re-entry back to the community.

This is a perfect opportunity for a mature, undergraduate, graduate student, or stay at home mom who may be looking to supplement their income with the following shift:

- 30 hours of employment (15 hour shifts) Sunday and Wednesday nights, 5:00 p.m. Sunday until 8:00 a.m. on Monday, and 5:00 p.m. on Monday until 8:00 a.m. on Tuesday.
- Duties are light and program assistants are allowed to sleep during shift in a comfortable, private bedroom. Flexibility regarding availability is desired for this position.
- **The salary is \$15.00 per hour, with 20 hours of paid vacation and 2 paid sick days (annually).**
- **A sign on bonus of \$500 will be paid in increments of: 30% after 3 months of employment, 30% after 6 months of employment, and 40% after nine months of employment.**

**Skills and Abilities:**

- \*Ability to complete documentation/shift notes, and tasks related to the guidelines of Dismas Home policies
- \*Ability to assist and support residents with short and long term goals related to recovery, sobriety and personal life goals
- \*Ability to work collaboratively with other Dismas Home team members/staff
- \*Provide leadership and foster community growth among staff and residents
- \*Ability to consistently exercise sound judgement in a crisis situation
- \*Strong communication skills
- \*Strong interpersonal skills

**Qualifications:**

\*A minimum of an Associates Degree in Social Work, Psychology, Criminal Justice, Human Services or related counseling field, or Certified Recovery Support Worker (CRSW) preferred.

If the minimum qualifications are not met, hiring will be dependent upon skills and experience with working in a supervised residential care.

- \*Current New Hampshire Driver's License
- \*First Aid for adults as well as AED trained preferred, but will train

**Primary Responsibilities:**

- \*Promote independent living and successful re-entry, transition back to community
- \*Provide support with daily living tasks helping to facilitate residents living ordinary lives
- \*Provide assistance with mental health and physical concerns - as well as promote healthy behaviors
- \*Help to identify early signs of relapse and support treatment and recovery of residents

\*Supervise self-administration of medications and complete documentation accurately and timely (will train on supervision of self-administration protocols after hire)

\*Complete personal property checks/room checks

\*Assist with enforcing COVID-19 policies

\*Assist with program supervision and management, reporting to Program Manager

\*Monitor and document Self-administration of Medication for residents - will provide in-house training on self-administration of medication at DHNH

\*Assist with volunteer activities and supervision of non-staff on the premises of Dismas Home

\*Follow personnel policies of Dismas Home

\*Attend monthly staff meeting

**Job Type:** Part-time Hours available as follows:

- 30 hours of employment (15 hour shifts) Sunday and Monday nights, 5:00 p.m. Sunday until 8:00 a.m. on Monday, and 5:00 p.m. on Monday until 8:00 a.m. on Tuesday.
- Duties are light and program assistants are allowed to sleep during shift in a comfortable, private bedroom. Flexibility regarding availability is desired for this position.
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**Night shifts: (Hires must be willing to be available at all hours of the night, if needed, but generally may sleep from 12:00 p.m. to 5:30 a.m., with two nightly bed checks within the hours of 11:00 p.m. and 5:30 a.m.)**

**COVID-19 precautions**

- Personal protective equipment provided or required
- Temperature screenings
- Social distancing guidelines in place
- Virtual meetings
- Sanitizing, disinfecting, or cleaning procedures in place

Dismas Home of NH follows the protocols suggested by the NH CDC and the Department of Health and Human Services, Health Facilities Department. Our licensure is considered to be "long-term" care, and we fall under the current guidelines and restrictions.