

1059 Main Street
P.O. Box 30035
Worcester, MA 01603



Phone: (508) 755-6403
Fax: (508) 793-9568
E-mail: info@jeremiahsinn.com

Jeremiah's Inn- Direct Care, relief staff (Per diem)

Jeremiah's Inn uses a Social Model to provide residents with a safe environment in which to begin recovery.

Mission statement: Jeremiah's Inn uses a Social Model to provide residents with a safe environment in which to begin recovery. We foster a sense of community and mutual aid through partnerships, volunteerism and our Nutrition Center.

Vision statement: Our vision is to help people better their lives in order to better the community.

Organizational Values: At Jeremiah's Inn, we value professionalism, teamwork, community, and compassion. We want to make a difference and be in service to others.

We are committed to being an organization of individuals who treat coworkers, clients, applicants and vendors with consideration and respect. We foster and support a workplace culture inclusive of all people regardless of their race, color, ethnicity, national origin, ancestry, gender, sexual orientation, socio-economic status, marital status, veteran status, age, physical or mental disability, political affiliation, religious beliefs or any other non-merit fact, so that all employees feel included, equal valued and supported.

Jeremiah's recognizes that the diverse knowledge, perspectives, ideas, experiences and qualities of all employees are critical to our success and the success of our clients. In accordance with law, all action relating to an individual's employment (e.g. hiring, rate of pay, training opportunities, promotions, performance evaluations, termination) are made according to the individuals capabilities and accomplishments. The leadership and employees of Jeremiah's are committed to achieve and support the ongoing commitment to a diverse and inclusive workplace. It is the duty of every employee to create an environment conducive to our non-discrimination policies.

Equal Opportunity Employment and Diversity Statement: Jeremiah's Inn is committed to providing a workplace that includes people of diverse backgrounds and fully utilizes their talents to achieve its mission. Jeremiah's Inn believes that a diverse workforce and inclusive workplace culture enhances the performance of our organization and our ability to fulfill the agency's mission.

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Nature of Work

Manage residents and the security and safety of the facility.

Duties and Responsibilities

- Assist case managers as needed
- Stay awake and vigilant for the duration of shift
- Remain on premises at all times and until next staff arrives
- Enforce house policies and rules.
- Coordinate response to medical emergencies.
- Be sure visitors leave premises by 9 pm Sun-Thursday and 11 pm Friday and Saturday
- Report fires and/or thefts.
- Report damaged areas.
- Secure outer doors at 11 p.m. and oversee admittance of residents ONLY between the hours of 11:00 p.m. and 6:00 a.m.
- Maintain accurate log during shift.
- Answer office phones during shift and record appropriate messages accurately.
- Maintain security of locked areas.
- Other duties as assigned including being on-call to cover other shifts in the event that the need arises.

Essential Qualifications

- Ability to work independently.
- Ability to make appropriate decisions.
- Responsible Role Model.
- Ability to work with all types of people.
- Experience in substance abuse treatment facility preferred
- Excellent communication skills
- Sensitivity and open-mindedness

Direct care relief is a part time position. Relief staff may be asked to fill in on all shifts as needed, a regular schedule may or may not be assigned, you might be called in to cover time taken off by other staff members.

Starting rate \$10.00 / hr