



aggieland pregnancy outreach

Overnight Home Life Specialist Job Description

Overview:

Aggieland Pregnancy Outreach is a Christian ministry with a heart for children born from unplanned pregnancies. It is our desire to see children raised in loving, nurturing homes-never to suffer the harm of abuse or neglect. Staff and volunteers play a crucial role in APO's mission to provide support, education, and resources to individuals facing pregnancy-related challenges.

The Overnight Home Life Specialist provides compassionate support, supervision, and assistance to residents of the maternity home during overnight hours. This role ensures a safe, nurturing, and structured environment for expectant mothers and their children. The Overnight Home Life Specialist is responsible for addressing immediate needs, maintaining security, and offering emotional support as needed throughout the night. This position requires a deep commitment to supporting the mission of the maternity home: to empower and support expectant mothers in a safe and loving environment. The Overnight Home Life Specialist must demonstrate compassion, professionalism, and a dedication to making a positive impact on the lives of residents.

Key Responsibilities:

1. Resident Support:

- a. Provide help to residents with nighttime needs, including emotional support, conflict resolution, or accessing resources.
- b. Monitor the well-being of residents and infants, responding promptly to any issues that arise.

2. Safety and Security:

- a. Conduct regular checks of the facility to ensure safety and security protocols are maintained.
- b. Respond to emergencies or incidents according to established procedures and report them to the Maternity Home Director.

3. Household Tasks:

- a. Perform light housekeeping duties, such as tidying common areas, restocking supplies, and ensuring the facility remains clean and orderly.
- b. Assist with preparing for the following day, including setting up morning routines or activities.

4. Documentation:

- a. Maintain accurate and timely documentation of resident activities, incidents, and any concerns that arise during the shift in SAM.
- b. Log all counseling minutes into Briteworks consistently and in a timely manner.
- c. Communicate effectively with daytime staff to ensure continuity of care and support.

5. Administrative Duties:

- a. Maintain organized and confidential client files in accordance with agency policies and licensing standards.



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- b. Perform routine office tasks such as filing, making copies, scanning documents, and preparing materials for meetings or client sessions.
 - c. Respond to administrative requests from supervisors and support staff to ensure smooth operations.
- 6. Relationship Building:**
- a. Foster a positive, respectful, and supportive environment for residents.
 - b. Build trust and rapport with residents, encouraging open communication and engagement.

Qualifications:

- High school diploma or equivalent required; additional education in social work, counseling, or related fields is a plus.
- Prior experience in a residential care setting, social services, or working with vulnerable populations preferred.
- Strong interpersonal and communication skills.
- Ability to remain calm and composed in crisis situations.
- Basic first aid and CPR certification (or willingness to obtain).
- Ability to work independently and follow established protocols.

Work Schedule and Expectations:

- Overnight shifts, including weekends and holidays as needed.
- Flexibility in scheduling is required to meet the needs of the maternity home.
- This is an overnight position that requires the staff member to **remain awake, alert, and actively engaged** throughout the entire shift.
- Staff are expected to **complete assigned tasks, monitor the environment, and respond to any client needs** during the overnight hours.
- Personal activities such as sleeping or prolonged personal phone use during the shift are not permitted.

Physical Requirements:

- Ability to stand, walk, and move throughout the facility during the shift.
- Capability to lift up to 25 pounds occasionally.