



JOB DESCRIPTION

Title: Evening, Overnight, Weekend Guide

Status: Full Time, Part-Time, Per Diem (evenings, overnights*, weekends)

FLSA: Non-Exempt

Location: 26 Parker Road; Brookline; Vermont; 05345

Salary: In accordance with Agency salary schedule and Offer Letter

Restrictions: "Section 504" to apply, if applicable

Supervised by: Seeker/Guide Manager

To Apply: Submit a Cover Letter and Resume to: laura.innerfire@gmail.com; beatrice.innerfire@gmail.com

*The Overnight Guide is a "sleeping, but awake when needed," position.

Job Summary: Under the supervision of the Seeker & Guide Manager, assists Seekers (residents) during day-to-day activities. As an evening guide, assist or leads weeknight evening activities as needed. On Overnights, is aware of Seeker needs through the night and guide them in self and living space care, preparing for sleep, and rising and preparing for the day. On weekends, guide seekers through activities such as preparing meals, gardening, hiking, cleaning, self-care and other mindful activities to promote presence of body, soul (mind), and spirit.

Responsibilities

1. Accompany Seekers through all scheduled activities.
2. Creatively inspire and motivate Seekers to participate in activities and carry out designated responsibilities.
3. Teach life skills such as self and personal space care, community living and self-regulation / management.
4. Facilitate administration of medication and supplements as needed.
5. Facilitate off-campus outings / events / appointments for residents. This includes hikes, swimming, biking.
6. Frequently check and respond, as appropriate, to communication related to work.
7. Write and contribute to reports as needed or appropriate.
8. Attend staff meetings and trainings, as scheduled or requested.
9. Perform checks of resident rooms and belongings as is warranted and needed.
10. Other duties as assigned.

Required Skills

- Confidentiality. Able to adhere to HIPAA and Inner Fire policies and procedures.
- Computer. Able to operate a computer and proficiently use Microsoft Office suite and the Google platform including Docs, Sheets and Gmail.
- Customer and Personal Service. Knows principles and processes for providing quality customer service. Includes assessing customer needs, meeting quality services standards and evaluating customer satisfaction.
- Critical Thinking. Uses logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Judgment and Decision Making. Considers relative costs and benefits of potential actions to choose the most appropriate one.
- Written Expression. Able to communicate information and ideas in writing so others will understand.
- Time management. Able to manage one's own time and the time of others in order to meet deadlines.
- Oral Comprehension. Able to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression. Able to verbally communicate information, expectations and ideas so others understand.
- Written Comprehension. Able to read and understand information and ideas presented in writing.
- Active Listening and Discernment. Gives full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. Adept at understanding non-verbal communication and social cues and discerning one's heart beyond their actions and spoken words.
- Problem Sensitivity. Able to tell when something is wrong or is likely to go wrong, assess needs and garner support in challenging and crisis situations.
- Centering and Grounding. Able to help people with fluctuating needs and states of mind including anger and alternate and perceived realities, to stay grounded and engaged in the activities at hand.
- Tension Reduction. Able to de-escalate escalating situations.
- Active Learning. Understands implications of new information for both current and future problem-solving and decision-making.
- Coordination. Adjusts actions in relation to other's actions.
- Collaboration. Works well with others both in and out of Inner Fire in ways that build bridges.
- Politeness and Respect. Interacts with difficult individuals politely and respectfully.
- Self-Care. Maintains inner development and self-centering practices to stay grounded and be able to be one's best self at work.
- Practical Life Skills. Able to cook and clean. Is familiar with gardening and landscaping basics. Knows how to lead hikes and has basic outdoor survival skills.

Character Qualities and Work Style

- **Alignment.** Is passionate about and supportive of Inner Fire's vision and mission. Has a strong sense of personal inner peace and a positive attitude. Believes in the innate healing capacity of the human being.
- **Adaptability and flexibility.** Job requires being open to change (positive or negative) and considerable variations in the workplace and workflow.
- **Creativity and Problem Solving.** Finds ways to accomplish the desired goal / affect.
- **Compassion.** Gentle, self-confident, grounded, and stable
- **Calm and Quiet.** Able to create and support an environment that facilitates sleep and rest.
- **Independence.** Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, depending on one's self to get things done.
- **Leadership.** The job requires a willingness to lead, take charge, and offer opinions and direction.
- **Self-control.** The job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- **Attention to Detail.** Job requires being careful about detail and thorough in completing work tasks.
- **Privacy.** Job requires a scrupulous attention to privacy issues and compliance with existing policy, State and Federal law, and the directives of your supervisor.
- **Integrity.** The job requires being honest and ethical.
- **Initiative.** The job requires an ability to be aware of and see what needs to be done and a willingness to take on responsibilities and challenges.
- **Motivation.** Job requires one to be self-motivated and able to motivate others.
- **Dependability.** Job requires being consistent, reliable, responsible, dependable, and fulfilling obligations.
- **Achievement/Effort.** Job requires establishing and maintaining personally challenging achievement goals and exerting effort towards mastering tasks.
- **Persistence.** Job requires persistence in the face of obstacles.
- **Boundaries.** Maintains professional boundaries with Seekers at all times. Is Able to flex with varying work demands while maintaining boundaries.

Environmental Factors

- Duties may include work outside of regular work hours.
- Travel may be required for which a reliable means of personal transportation must be available.
- Must be able to hike long distances – up to 8 miles in a day.
- Must be able to move and respond quickly, and run long distances if necessary
- Must be able to physically handle, lift, hold, reach with and move heavy objects
- Must be able to bend over for longer periods of time and to lift and move wood

- Must be able to place and receive e-mail, telephone and in-person communication with employees and the general public.

Qualifications, Education, Experience, Training and Certification Requirements

- Education - Bachelor's degree preferred. Combination of education and work experience may be considered as a substitute for Bachelor's degree.
- Experience - Preference is given to those with experience in any of the following: 1-2 years of Health and Human Services, Social Work, Case Management, Mental Health, Addiction services and / or adults tapering off psychotropic medications, Waldorf Education and Anthroposophically inspired work.
- Training - Preference is given to those trained in:
 - Motivational Interviewing
 - Non-Violent Communication
 - Tension reduction such as Handle with Care or CPI (Crisis Prevention Institute).
 - Crisis Management
- Certifications - OSHA level First Aid and CPR (Required)