



Night Caregiver/Security Guard

Mission Statement for Rainbow Acres

Rainbow Acres, a residential Christian community with heart, empowers persons with developmental disabilities to live to his/her fullest potential with dignity and purpose.

Rainbow Acres is an independent not-for-profit Christian ministry. Established in 1974, Rainbow provides a residential community to fulfill its' mission. An independent, self-perpetuating Board of Trustees from Arizona and across the nation governs the ministry.

Job Title: Night Caregiver/Security Guard

Department: Operations

Reports to: Director of Campus Life

Prepared Date: July 2024

Position Summary: The Night Caregiver & Security Guard is a certified caregiver who patrols and monitors the premises in addition to assisting other Caregivers during the evening hours as needed. He/she is responsible for providing the highest quality of home care to enhance the quality of life for the residents we serve. This is a safety sensitive position.

In fulfilling this mission, the successful Night Caregiver/Security Guard will:

- Maintain a safe and secure environment by patrolling the premises during the evening hours, monitoring surveillance equipment, inspecting buildings, equipment, and access points; permitting entry as appropriate
- Prevents losses and damage by reporting irregularities and taking the appropriate action
- Provide additional support to residents who are awake during the night
- Report incidents as appropriate to the Director of Campus Life
- Report maintenance concerns by completing and submitting the appropriate form

Minimum Professional Requirements:

Caregiver Skills and Qualifications: Candidate must provide proof of verification of completion from a Caregiver training program, which may include any of the following:

- Documentation of completion of a caregiver training program approved by the AZ Department of Health Services or the Board of Examiners for Nursing Care Institution Administrators and Assisted Living Facility Managers.

Security Guard Skills and Qualifications:

Surveillance skills, deals well with uncertainty, good judgment, remains objective, high level of dependability, emotional control, integrity, safety management, high level of professionalism, good reporting skills

Evidence of strong Christian commitment is desirable. Evidence of strong ethical standards and moral character is essential along with sensitivity to the needs of the Ranchers. This is a safety sensitive position.

Professional Responsibilities

Caregiver:

- Uphold the personnel policies, the mission and vision of Rainbow Acres to facilitate a quality Christian community on Rainbow Acres for the benefit of the residents
- Provide care for the residents as follows:
 - Administer medications as prescribed; be attentive to potential side effects
 - Maintain accurate medication records
 - Report any side effects or drug reactions
 - Monitor and record in log for Activities of Daily Living for each resident as needed
 - Document inappropriate behaviors during nighttime hours
 - Document any physical changes; i.e. bruises, cuts, rashes, etc.
 - Report any and all accidents and/or injuries by completing the proper incident forms
 - Report any noticed emotional changes: i.e. moodiness, depression, aggressive behavior, etc.
- Write Incident Reports involving:
 - Outstanding Achievement
 - Misconduct or inappropriate behavior with other residents, staff or persons in the community
 - Review basic emergency responses: medical and fire, including exit routes from the house and when and how to dial “911”
- Empower residents to achieve their highest potential by:
 - Supports caregivers with nighttime care needs of residents in each house.
 - Making evening rounds to each resident house to document needs
 - Making rounds in the morning to update needs in each house
- Protect the rights of residents
- Attend All Staff meetings
- Attend In-Service or educational training sessions
- Follow work schedules
- Keep night security quarters neat and clean
- Other duties as assigned

Security Guard:

- Secures premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry
- Monitors traffic on Ranch between 9:00 pm to 7:00 am
- Obtains help by sounding alarms
- Prevents losses and damage by reporting irregularities; informing violators of policy and procedures; detaining trespassers
- Completes reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses; obtaining signatures
- Maintains environment by monitoring and setting building and equipment controls
- Maintains organization's stability and reputation by complying with legal requirements
- Contributes to team effort by assisting caregivers and performing duties

Other Night Time Duties:

- Fuel all Ranch vehicles
- Assist Stepping Stone Craft leader with pouring and/or polishing stepping stones in the pour room.
- Make rounds of Ranch every 2 hours assuring the safety of each house, corporate offices, Palmer Center, Barn and Greenhouse area.
- Identify nighttime visitors to the Ranch – documenting the purpose of their visit.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to: stand; walk; have great dexterity of hands and arms; push; pull; balance; stoop; kneel; crouch; crawl; talk; and, hear. Use strength to lift items needed to perform the functions of the job. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision. Communicate effectively. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls. Must be able to navigate the Ranch, with the ability to move from even surfaces to rough or rocky terrain.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The working environment is generally favorable. Lighting and temperature are adequate, and there are no hazardous or unpleasant conditions caused by noise, dust, etc. Occasional exposure to a variety of weather conditions, exposure to heated/air conditioned and ventilated facilities. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment. Function in a workplace that is usually moderately quiet but that can be noisy at times. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.