



# DamascusWay

The Road To Freedom

## Shift Leader (Overnight)

**Reports to:** Site Director

### Core Responsibilities:


The primary responsibilities of the Overnight Shift Leader includes; (1) to ensure the security and safety of the facility. This includes monitoring and caring for the well-being of the residents that are currently housed at Damascus Way. (2) They are responsible for providing administrative support to the Reentry Coordinators, Site Director and the Executive Director. (3) The Overnight Shift Leader is also expected to conduct basic facility cleaning and preparing the facility for the upcoming day of operation.

### Detailed Responsibilities:

- Provide coaching, mentoring, and spiritual leadership to residents and collaborative partners
- Master and convey the mission, vision and values of Damascus Way
- Be able to serve with excellence in a fast pace, high stressed environment
- To conduct site and facility walkthroughs and resident check-ins on an hourly basis
- Uphold facility and program policies
- Conduct Urine and Breathalyzer Analysis
- To execute excellence in verbal and written communication
- Draft incident/termination reports, policies, and conduct verbal and written violations
- Write letters to previous and future residents
- Manage incoming/outgoing mailings
- To have a working and growing knowledge of community resources, Department of Correction policies, and collaborative partnerships
- To provide support to Reentry Coordinators with scheduling, planning and coaching residents
- To dust, vacuum, mop, and wipe down the facility
- To take out trashes and recycles
- Clear snow on walk ways
- Provide coaching, light meals for residents that work late nights
- To ensure breakfast and lunches are ready for residents
- Other tasks as assigned by the Executive Director and/or Site Director

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[www.damascusway.com](http://www.damascusway.com) 

**Qualifications:**

- Must be male, 18 or older
- GED, 1-2 years previous experience in a similar position/similar program
- May not be currently on Probation or Supervised Release
- Must have a minimum of one-year documented sobriety (if in recovery)
- Agree with and adhere to [Transform Minnesota's Statement of Faith, Core Values and Code of Conduct](#)