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On-Call Staff

Oklahoma City, OK, US

** This position is at our Lottie House location in Oklahoma City**

The **On-Call Staff** Member is responsible for assisting with clerical tasks and responding to routine daily living needs of the residents. Provides peer support and advocacy to residents, and interacts with residents, staff, service providers and community partners with the highest level of professionalism and ethics. This is an on-call, as needed position with no set hours or schedule.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

Conduct hourly walk-throughs of all areas of the property to inspect security, housekeeping, maintenance/condition of the premises, and observe resident activity and behavior.

Enforce housing rules fairly and consistently.

Conduct resident room inspections as assigned by the Program Manager.

Create a daily shift log that notes time-stamped events and other information that should be communicated to other program staff.

Interact with residents throughout the shift.

Answer phones, sort mail, greet visitors, and otherwise screen walk-ins as a first point of contact.

Accompany residents to secured areas to distribute food items, cleaning products, and grooming/hygiene supplies as needed throughout the day.

Be a living example that recovery is possible by role modeling recovery and wellness in his or her own life.

KNOWLEDGE, SKILLS and ABILITIES:

Minimum education, experience, technical and communication skill levels and licenses/certificates normally required to perform the duties of this position.

Must be 21 years of age or older.

Must have reliable transportation to work.

Basic computer skills required.

Be available on-call for a variety of shifts like weekend, evening, and overnight shifts.