



San Antonio Lifetime Recovery dba Lifetime Recovery

Job Description

Job Title:	Client Services Tech/Driver	Prepared By:
Department:	Client Services	Approved By:
Reports To:	Client Services Coordinator	Approved Date:

Full-Time
401k, Dental, Life, Medical, Vision
\$16 to \$17 per hour

Summary

Under the direct supervision of the Client Services Coordinator, the Client Services Tech/Driver will assist with the login and distribution of medication, as well as scheduling medical appointments for residents. The client services tech will also assist with the transportation of residents to various other appointments outside the facility. Professional appearance and demeanor are essential to this job. Standards of dress, appearance, personal and area cleanliness, courtesy, and efficiency will be maintained at all times.

Essential Duties and Responsibilities

- Administer medication to clients per doctors' prescriptions, observing correct times and doses to administer these medications. This includes administering and observing oral, topical, and other types of medications.
- Record medication self-administration according to agency procedures
- Performing tasks associated with medication self-administration, including client vital signs, calculating medication dosages, and stocking the medication room.
- Performs tasks safely and effectively to ensure client comfort and welfare.
- Protects confidential client information unless otherwise required to promote client safety and welfare.
- Conduct daily recounts on all Schedule I, Schedule II, Schedule III, Schedule IV, and Schedule V medications to ensure accurate record keeping.
- Conduct weekly recounts on all medications to ensure accurate record keeping.
- Will drive company vehicles for business purposes. Only employees aged 25 or older may transport clients.

- Responsible for logging in vehicle mileage, refueling vehicles, and appearance of vehicles (exterior and interior)
- Responsible for completing weekly vehicle inspections.
- Other duties may be assigned, as needed.

Qualifications

- Must have valid driver's license
- Must have exceptional driving record
- Must be over the age of 26
- Type a minimum of 30 words per minute
- Working knowledge of PBX phone systems, Microsoft products (outlook, word, excels and power point)
- Ability to establish and maintain effective working relationships with administrative and program staff
- Ability to function under stressful working conditions
- Maintain a clean Motor Vehicle Record
- Pass Lifetime Recovery background and other required clearance checks
- If in recovery, having at least one year free from addictive chemical abuse or dependency and maintain continuous sobriety

Education and/or Experience

- High school diploma/GED

Work Schedule

- Monday – Friday, 7 am to 4 pm