Lifetime RECOVERY
The Hope is Real.

Job Description

EMPLOYEE CATEGORY:	Recovery Care Technician
WORKING HOURS:	Sunday-Saturday
STATUS:	Non-Exempt
REPORT TO:	Recovery Care Technician Manager
GENERAL DUTIES:	The function of the Recovery Care Technician Team sets the first impression of the organization with all clients, client logistics, greet visitors, potential donors, and the community at large. This team is responsible for exhibiting the highest standards of service and performance in all our activities; further promotes the mission, vision and client-centered service objectives of the organization.

KEY RESPONSIBILITIES:

- Conduct routine checks, including bed counts, perimeter inspections, and client observations, in accordance with program guidelines.
- Orient new clients to facility rules, expectations, and procedures; report any incidents or violations to clinical staff.
- Support daily program operations, including documentation, client supervision, and general facility needs.
- Perform client transports, collect urine specimens, and administer approved over-the-counter medications in compliance with organizational protocols.
- Maintain confidentiality and demonstrate ethical judgment and professional conduct.

KEY PERFORMANCE INDICATORS:

- Ability to work effectively in a fast-paced and structured environment.
- Demonstrates sound judgment in client supervision and safety situations.
- Follows written and verbal instructions accurately.
- Maintains professionalism, confidentiality, and ethical conduct.
- Provides consistent customer service aligned with the organization's mission and values.

SKILLS AND ABLIITIES REQUIRES:

- Strong verbal, written, and interpersonal communication skills.
- Ability to build professional working relationships with clients and staff.
- Cultural awareness and ability to work with diverse populations.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Proficiency in Microsoft Office (Word, Excel, Outlook) and electronic record systems.

REQUIREMENTS:

- Valid driver's license and proof of insurance required to operate company vehicles.
- Employees must be **26 years or older** to transport clients.
- Ability to pass a pre-employment background check and drug screening.
- Experience with EMR systems is preferred.
- Basic knowledge of office technology and phone systems is preferred.

Please visit our website at www.lifetimerecoverytx.org. Under the "About Us" section, select "Employment Opportunities" to view current job openings.