

Lifetime RECOVERY

Chemical Dependency Treatment Center

Job Description

JOB TITLE: Recovery Care Team
DEPARTMENT: Recovery Care - Residential
REPORTS TO: Recovery Care Team Manager
FLSA STATUS: Non-Exempt
PREPARED BY: Recovery Care Team Manager
APPROVED BY: Human Resources Manager
APPROVED DATE: 01/01/2020
REVIEW DATE: 01/01/2020

SUMMARY

Under the direct supervision of the Recovery Care Team Manager, the recovery care team sets the first impression of the organization with all clients, visitors, potential donors and the community at large. 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. The recovery care team must be able to drive company vehicles for business purposes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Monitoring and managing the client population to maintain stability of the facility.
- To ensure that all clients and visitors sign in and out of the facility; answering client questions (if therapeutic in nature refer them to their counselor).
- To be able to explain facility guidelines and procedures related to the client; record violations (via email) to counseling staff; performing bed checks, perimeter checks and monitor the issuance of over the counter and prescription medication.
- Maintain a pass-on log (verbal or written) with the oncoming shift.
- Administers urine specimen collection.
- Will drive company vehicles for company business when necessary. Only employees age 26 or older may transport clients.
- Performs all other duties as needed by the management team.

SKILLS AND ABILITIES REQUIRED

- Type a minimum of 30 words per minute.
- Working knowledge of PBX phone systems, Microsoft products (outlook, word, excels and power point).
- Ability to communicate both verbally and in writing and use Recovery Oriented language
- Ability to establish and maintain effective working relationships with administrative and program staff. Demonstrate customer service practices and cultural competency
- Ability to maintain absolute confidentiality of medical and personal information regarding clients, staff and the Agency.
- Ability to function under stressful working conditions.
- Ability to understand and follow both oral and written instructions.

MINIMUM REQUIREMENTS

- High School Diploma/GED.
- If in recovery, having at least one year free from addictive chemical abuse or dependency and maintain continuous sobriety.
- Maintain a valid Texas Driver's license.
- Maintain a clean Motor Vehicle Record - no more than 2 moving violations or a license suspension in past 3 yrs.
- Pass Lifetime Recovery background and other required clearance checks.

Supervisory Responsibilities

Not Applicable

Training and Certificates

- CPR/First Aid - Required Bi-Annually
- Abuse, Neglect and Exploitation - Required Annually
- Crisis Intervention Techniques for Behavioral Healthcare Workforce - Required Annually
- HIV TB Hepatitis and STI - Required Annually
- HIV Workplace Guidelines - Required Annually
- Driver Safety- Required Annually
- Diversity and Cultural Competency- Required Annually
- Confidentiality of Mental Health and Substance Abuse Records - Required Annually
- Sexual Harassment in the Workplace - Required Annually
- Drug Screening Procedures - Required Annually
- Medication Self Administration : Policy and Practice - Required Annually
- Prison Rape Elimination Act 2014 (PREA) - Required Annually
- HHSC New Employee Orientation (New Hires)

Language Skills

Bilingual (English/Spanish) preferred but not required.

Reasoning Ability

Able to assimilate information and situations and make timely and informed decisions.

Physical Demands

While performing the duties of the job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel; crouch or crawl; talk or hear; and taste and smell and operate vehicles. Employees must be over the age of 25 to transport clients in company vehicles.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions.

Additional Requirements

Employee will attend work regularly in accordance with agency leave policy.

Employee

Date

Manager

Date
