

Class Concept

Employees provide general alcohol/drug information, unit orientation, and community living supervision to clients in a residential substance use disorder treatment program. Employees assure that the operational functions of the facility are accomplished at the level set forth in appropriate standards, guidelines and policy. Employees, when properly qualified may provide support services to clinical counselors and other professionals in a variety of duties, to include: crisis intervention, screening/assessment, group facilitation, record keeping and case management. Employees assist in transportation activities, food service operations, and provision of support services to all professional teams. Maintains appropriate inventories of supplies and materials and distributes supplies as needed. Position performs routine head counts and monitors and supervises client movement.

Recruitment Standards

Knowledge, Skills, and Abilities

- Basic knowledge of the disease of addiction and recovery processes and treatment.
- Basic knowledge of intervention processes.
- Skill in creating and maintaining records and reports.
- Ability to effectively communicate with persons with substance use disorders and community groups to distribute information and education related to treatment and recovery.
- Ability to develop effective working relationships with professionals involved in treating substance use disorders.

Minimum Education and Experience

High school or General Educational Development (GED) diploma and one year of experience working with individuals who are undergoing treatment for substance use disorders, or an equivalent combination of education and experience.