

Class Concept

This position provides general alcohol/drug information, unit orientation, and community living supervision to clients in a residential substance use disorder treatment program. This position may provide support services clinical counselors and other professionals in a variety of duties, to include: crisis intervention, screening/assessment, group facilitation, record keeping and case management. The position assists in transportation activities, provides food service operations, maintains appropriate inventory levels of supplies/materials and distributes supplies, as needed. Position performs routine head counts and monitors and supervises client movement. The position assures that the operational functions of the facility are accomplished at the level set forth in appropriate standards, guidelines and policy.

Recruitment Standards

Knowledge, Skills, and Abilities

- 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 a valid driver's license.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.