

JOB DESCRIPTION

- POSITION:** Residential Specialist Lead
- PRIMARY FUNCTION:** Assist with overseeing residential specialists, as well being an integral part of a multidisciplinary team by serving, engaging, and overseeing resident activities outside of clinical activities.
- SUPERVISED BY:** Residential Program Manager
- CLASSIFICATION:** Hourly non-exempt; can expect to work some holidays, evening, night and/or weekend shifts with differential additional pay for some hours.

PRIMARY RESPONSIBILITIES:

The position provides paraprofessional supervision and support to patients in residence in consistent with the program's clinical policies and procedures and reinforcing the individual service plan to maintain a therapeutically sound clinical milieu. Demonstrate effective engagement skills with residents who have experienced substance use disorders as well as possible co-occurring disorders and who are now working on their recovery process. Duties include but are not limited to:

- Oversee residential monitor training and compliance with policies and procedures.
 - Assist with training and orientation for new residential monitors and respond to questions from Residential Specialists.
 - Assign and oversee Residential Specialists complete assigned housekeeping duties in patient dormitories, kitchen and common areas in a manner that meets program expectations and minimum state regulations.
- Provide oversight for residents at the facility and complete all shift reports on resident activities to supervisor and clinical staff, including:
 - Conduct resident orientation to familiarize resident to program guidelines, room assignment, and medical emergency sheet within 12 hours of arrival.
 - Record any resident illness noting nature of the illness, actions taken, date and time of occurrence, and temperature (if taken).
 - Coordinate residents' transportation to appointments, community meetings, and/or medical emergencies.
 - Transport residents as needed, using ONLY company vehicles.
 - Ensure property and resident safety through making rounds of all resident rooms at least twice between 5PM and 12Midnight, then hourly between 12Midnight and 6AM and recording observations in the log.
 - Assign and oversee resident housekeeping duties and assisting as necessary to ensure those duties are properly performed.
 - Monitor approved resident requests for leaving the facility for medical, clinical or other reasons and immediately report those leaving without prior approval.
 - Maintain logbook and shift reports on resident activities, incidents, and accidents.
 - Monitor residents' self-administration of medication in accordance with agency policies and procedures.
 - Address resident conflicts, calling supervisor(s) in accordance with procedures.
- Collaborate with program staff to reinforce positive recovery goals for residents and complete shift logs or other communication devices promptly and accurately.
- Complete incident reports as required by organization policy.
- Must have full understanding of the policies and procedures of Evergreen Recovery Centers and follow those policies at all times.
- Apply knowledge of organization's policies and procedures to enforce house rules with residents.
- Assemble resident intake folders, photocopy forms, and complete resident record filing in a timely manner.
- Complete training as required by the organization (on computer or in person) in a timely fashion.

- Attend all staff meetings as assigned.
- Perform other duties as assigned by supervisor or designee.

ESSENTIAL SKILLS AND FUNCTIONS:

- Strong interpersonal skills and ability to show compassion and empathy while maintaining professional boundaries and modeling appropriate interpersonal behavior.
- Reliable work attendance and able to work evening and weekend hours as well as some holiday (with additional pay) as assigned.
- Ability to exercise independent judgment and initiative in accordance with agency policies, procedures, and practices.
- Work cooperatively and professionally with residents, visitors, other agency staff, and community agency representatives.
- Basic computer and keyboarding ability; experience with electronic patient records helpful.
- Ability to maintain confidentiality in accordance with 42 CFR, 45 CFR, and RCW 70.96A and related laws, as set forth in organization's policies and procedures.

MINIMUM QUALIFICATIONS:

- No minimum education required but prefer students completing education to become a chemical dependency professional or pursuing a degree in human services.
- Some understanding of alcoholism and drug addiction, treatment and recovery supports.
- Maintain a valid Washington State Driver's License, acceptable driving record and be able to operate a company vehicle without restriction.
- Must comply with smoke-free workplace; non-smoker preferred.
- TB test or screen is required at time of employment and annually thereafter. CPR and First Aid training will be required in first month and annually thereafter.
- No history of misuse of alcohol or other drugs for a minimum of one year prior to employment with Evergreen Recovery Centers and no recreational use of marijuana.
- Offer of employment is conditional upon Criminal Background Check from the Washington State Patrol and ability to pass a post-offer, pre-employment drug test and agreement to agency's drug free workplace policies, including compliance with random and/or for-cause drug-testing.

PHYSICAL DEMANDS: Job requires regular sitting, standing, walking, stooping, bending, kneeling, crouching, reaching, pushing, pulling, twisting, and writing. While performing the duties of this job, the employee is regularly required to: sit; use hands to finger, handle or feel objects, implements or office equipment; talk and hear; stand and walk, reach with hands and arms; stoop or kneel. Employee must occasionally lift up to 40 pounds. Specific vision abilities required by this job include close, distance and color vision and the ability to adjust focus. Employee may be required to move beds or lift light furniture.

Language Skills: Ability to read and understand procedures, memos and forms. Ability to write clearly and cohesively and to record patient observations effectively orally and in writing. **Reasoning Ability:**

Ability to assess situations, analyze options and apply procedures to interactive situations. **Work Environment:** The noise level in the work environment is usually moderate, with noise generated by adults rather than machines.

DISCLAIMER:

Evergreen Recovery Centers reserves the right to modify, interpret, or apply this job description in any way the company desires. This job description in no way implies that these are the only duties, including primary responsibilities, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employment relationship remains "at-will." The aforementioned job requirements are subject to change to reasonably accommodate qualified disabled individuals. Any offer of employment is conditional upon review of current criminal background check and ability to pass a pre-employment drug test.

ACKNOWLEDGEMENT:

I acknowledge that I have read this job description and the requirements set forth above and certify that I meet these requirements and can perform all these functions.

Employee Signature

Date

Supervisor Signature

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