

### Job Description

**Title:** Direct Care Staff (Full-time; Part-time and Per-Diem Positions, Night Shift)  
**Supervisor:** Director of Operations  
**Nature of Work:** Facilitate resident activities in accordance with all policies and procedures including but not limited to enforcing curfew, enforcing rules of behavior and dispensing of medications and ensure the safety and security of both the residents and facility.

#### Qualifications:

- Able to work independently.
- Under the direction of the Lead Case Manager must be able to:
  - Process and express understanding of addiction and best practices of treatment
  - Make appropriate decisions and confer with Lead Case Manager or Clinical Director.
  - Be a responsible Role Model with effective communication skills.
  - Work with all types of people, CLAS (Culturally, Linguistically Competent).
  - Keep accurate shift logs.
  - Attend regular staff and training meetings for professional development
  - Utilize basic computer skills (electronic / written communication).
  - Maintain, and comply with regulations for DPH, BSAS and certification for CPR and First Aid.
  - Utilize basic Motivational Interviewing, Trauma Informed Care and Social Model concepts
  - 3<sup>rd</sup> Shift/Overnight staff must search common areas for contraband, and anything that doesn't belong

#### Essential Duties and Responsibilities:

To maintain consistency with residents, Direct Care Staff must learn, understand and adhere to Residents' individual recovery plans in relation to all interactions with residents. Understand that the recovery plans are individualized, created by the case manager and approved by the Clinical Director. Direct Care staff must appreciate that each resident is different from every other thus having different needs and requiring adjustments in approach.

To ensure the safety and security of the residents and the Inn this is an awake position on all shifts. Direct Care must stay awake and vigilant at all times, ensure compliance with all house policies and rules, including but not limited to taking attendance at meetings, oversee removal of unauthorized guests, enforce sign in/out policy and curfew etc.

Direct Care staff must be able to learn and comprehend all emergency procedures and be able to respond appropriately to medical and fire emergencies. They must conduct room searches as needed or requested by case managers or supervisor on the two upper floors requiring the ability to climb two flights of stairs 2 to 4 times per shift.

To ensure compliance with protocols for dispensing medications the Direct Care worker must be able to learn, comprehend and follow semi-complicated processes for dispensing medications and properly documenting it. Also, administer breathalyzer screens and urine screens in accordance with State and Federal Law and JI policies and procedures.

Sitting 50%

Standing/walking 50% - Must be able to climb 2 flights of stairs 2 – 4 times per shift.

Lifting up to 46 lbs. occasionally

Bi-lingual / cultural competency a plus but not required

**Work Schedule:** Fill in on all shifts as needed, a regular schedule may or may not be assigned, cover open shifts

**Salary Range:** Part time and Per-Diem Direct Care workers are non-benefited positions.