

TITLE: Support Staff, “Overnight” 3rd Shift

Responsible to: POD, and CEO

Location: Harbor and Gateway Recovery Centers

Grade Level:

JOB SUMMARY

Responsible for assisting with the safety and security of clients and the facility. Must have the ability to respond quickly to emergencies that arise with clients, visitors and/or staff and be knowledgeable of regulatory requirements, as well as health and safety necessities.

Qualifications

To perform this job successfully, an individual must be able to execute each essential duty satisfactorily in a timely manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. This person must be proficient in interpersonal and communication skills, have basic computer knowledge and be trained in CPR/First Aid/CPI/RADD and be a state certified Regional Detoxification Specialist (RDS). This person must also have a strong working knowledge of regulatory requirements as well as agency/facility regulations. An understanding of recovery and acknowledgement that many pathways exist towards recovery. Must possess a valid Driver’s License, as driving an agency vehicle will be required. Must have knowledge of safe vehicle operation and of seat belt and child restraint laws for moving vehicles (if working with the Specialized Women’s Services/SWS clients at the Gateway location).

Education and/or Experience

Minimum of a GED or high school diploma, some college is preferred, and certified by the state as a Regional Detoxification Specialist or be willing to complete certification within two months of employment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Ability to stand, reach, lift, bend, kneel, stoop, climb, push and pull items weighing 25 pounds or less; manual dexterity; auditory and visual skills; ability to follow written and oral instructions and procedures.

Job Duties

- Complete all required client documentation on Credible as it relates to medication calls and other duties required by this position
- Supervise client adherence to rules and regulations, as well as cleanliness of the facility and grounds
- Report necessary infractions or issues to the counselor and/or POD
- Conduct fire and other emergency drills as scheduled
- Document all activities or incidents as needed
- Transport clients when necessary, including SWS children if based at the Gateway location

- Secure the building by ensuring that all clients are present and accounted for
- Upload information to client files and update daily census, as instructed
- Enforce all client rules including waking of clients and bedtimes, as well as tobacco use restrictions
- Front office coverage including answering the phone and door
- Complete all duties, paperwork, projects, etc. as assigned by the POD
- Follow all company policies and procedures
- Multitask, prioritize and manage time, as needed
- Other duties as assigned

I have read and understand the expectations of my position. I have had the opportunity to ask my supervisor questions pertaining to my job. I believe I am able to perform all listed job functions. I understand that all matters concerning HHI and the HHI clients and staff are confidential. I agree to comply with the job description and all laws regard confidentiality, including Federal regulations governing Confidentiality of Alcohol and Drug Abuse Patient Records, 42 CFR Part 2, and the Health Insurance Portability and Accountability Act of 11996 (HIPAA), 45 CFR parts 160 and 164.

I understand that all employees of Harbor House, Inc. (HHI) are at-will employees. This means the term of employment is for no definite period and may be terminated by the employee or by HHI at any time for any reason, in accordance with established personnel policies.
