

**Title: Resident Advisor**

**Purpose:** The Technician interfaces on an individual and group basis with clients and the milieu. They are responsible for getting residents to groups and to participate in the daily schedule. They are also responsible for keeping the houses clean and safe.

**Reports to:** Operations Manager

**Job Duties and Responsibilities:**

- Has a working knowledge of the program schedule of all groups, therapies, and activities
- Attends and participates in staff meetings.
- Provides assistance to clinical staff when needed
- Facilitates and coordinates program schedule, wake up, meal times, and outside appointments coordinating with admissions coordinator.
- Assists Admissions Coordinator and Business Development Director with new client admissions process, including transportation.
- Reviews and coordinates passes with Clinical Director.
- Provides UA testing as directed for members of the same sex.
- Supports clients by communicating with clinical staff via electronic Communication Log and shift log.
- Assesses for the safety and care of: clients, staff, and facility.
- Provides light housekeeping.
- Provides crisis intervention and completes the necessary documentation and notifies staff for policy and procedure compliance.
- Conducts searches of rooms and clients for contraband.
- If assigned to residential treatment facility: Assists clients in self-administration of medications with 100% accuracy.
- Maintains visual of clients when participating in off-site activities.
- Participates in alumni and referral source events pertinent to the facility.
- Routinely attend meetings and/or events where clients are present to observe conduct.
- Provides case management, which might include obtaining client information, identifying needs and problems, linking clients and their families to appropriate community resources.
- Under the direct supervision of the Director of Operations and Clinical Director, assists in the identification of triggers to escalation, and provides suggestions to the treatment team.
- Performs other duties and responsibilities as assigned by the Director of Operations.

**Minimum Requirements:**

- 1+ year's sobriety if personally represented as "recovering".
- Understanding of the 12 Steps
- Valid Driver's License.
- Current CPR/First Aid Certification or agreement to obtain CPR/First Aid Certification within first 14 days of employment.
- Current TB test

- **Education/Knowledge:**
  - Must be registered to obtain certification as an AOD counselor with an agency approved by DHCS.
- **Experience:**
  - 1-2 + years' experience in the field of alcohol and/or other drug services.
- **Skills:**
  - Computer competence (Microsoft Word, Excel).
  - Ability to effectively communicate with staff and clients.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_