

## **Job description**

### **Addiction Recovery Technician – Men’s Residential Program**

#### **Hourly Wage and Benefits**

- \$18.00/hour
- **\$500 Signing Bonus after 90 Days**
- Retirement Contribution: 2% employer contribution regardless of employee investment (**eligible within 30 days**) Merrill Lynch Simple IRA - **eligible immediately**
- Holidays: 9 per year - **eligible immediately**
- PTO: 15 days per year for all full-time employees (**30 hours or more**) with a carryover allowance of up to 5 days per year.
- Paid Sick & Safe Leave: 8 days per year for all full-time employees **eligible immediately** with a carryover allowance of up to 8 days per year.
- Health, Vision, Dental Insurance

#### **Job Status: Full-time, Non-Exempt**

#### **Reports to: Program Management**

Established in 1968, the Westminster Rescue Mission is a community that provides clinical, physical, and spiritual resources to heal the addicted and feed the hungry. We take a holistic approach with Christ as the foundation of our work. The Mission serves Carroll County and surrounding communities through its programs. As part of the Mission’s holistic approach, the Addiction Recovery Technician (ART) will work with Program Management and other Program staff to support residential clients. This collaboration ensures clients receive appropriate levels of care.

This rewarding position has a vital role in the management and coordination of day-to-day schedules of clients, community chores, and providing support in identifying and overcoming obstacles which could otherwise prevent clients from living sober, independent lives in the community.

#### **Duties and Responsibilities:**

- Serves as client support for client care in a residential program.
- Nurtures clients in their progress through the curriculum, workstation assignments and development of personal goals and plans statement.
- Supervises, support and assist clients when performing community chores and participates in Mission operations with clients as needed.
- Assists in maintaining order at the Mission and enforces policies, rules of conduct and disciplinary measures as appropriate.
- Ensures the overall security, safety and cleanliness of the Mission and an atmosphere which conveys the love of God to all clients, staff, and visitors.
- Documents clients' progress as appropriate in Electronic Health Record application.
- Participates in regular Team meetings, staff meetings and planning retreats.
- Communicates with other program staff as appropriate.
- Assists in making sure that shift responsibilities are always maintained and documented.

- Obtain/Maintain active CMT certification to administer client's medications.
- Actively engaging with clients and developing positive relationships.
- Provide appropriate crisis interventions.
- Provide transportation to appointments and meetings, as needed.
- Ensure that all clients are present and/or accounted for throughout any given shift.
- Enforce boundaries & program guidelines.
- Collaborate and communicate with appropriate staff to ensure timely and descriptive reporting of behavioral issues, complete all UDSs and BACs, and promote engagement in treatment.
- Ensure facility-wide safety and security.
- Respond to any incidents, which may include the completion of incident reports at the time of or immediately following an incident, notification of necessary internal stakeholders and involvement of emergency authorities.
- Any other duties assigned by the supervising staff.

**Skills:**

- Proficient in Microsoft Outlook Email and Calendar, Word, and electronic health record applications.
- Leadership, good judgment, sensitivity, and compassion.
- Strong written and verbal communication skills.
- Effective problem-solving skills.
- Ability to work and thrive within a multi-cultural setting.
- Demonstrated ability and emotional intelligence to work in unpredictable, crisis response, and team-oriented setting.
- Knowledge of and commitment to the program, policies, and procedures of the Mission.
- Ability to work independently as well as collectively.

**Required:**

- Has the desire to serve the Lord through the Mission's work.
- Willing to work a flexible schedule.
- Honors and protects issues of confidentiality with sensitivity and grace.
- Maintains a respectful and considerate relationship with clients and staff regardless of race, gender, age, appearance, or circumstances.
- Willingness to receive instruction, guidance and ongoing training in addictions treatment, counseling and listening skills.
- Must complete background check and be cleared to work in human service programs.
- If in recovery, must be 2 years or more.
- CMT certification preferred or must be willing to be certified.
- Maintain strict and confidential guidelines regarding current and former clients, their families, and referents in accordance with federal and state laws.
- High school diploma or equivalent
- Valid driver's license

**Preferred:**

- Patient care: 1 year
- Knowledge of addiction

**Physical Requirements:**

Frequent movement/motion of both upper and lower extremities, including, but not limited to reaching, lifting, pushing, pulling, standing, walking, climbing, bending, kneeling or crouching, medium lifting to 50 lbs.

**Highly Desired:**

- Bilingual: Spanish/English
- Peer Recovery Certification a Plus. WRM will provide educational assistance for Direct Care Coordinators to pursue certification if they elect to do so.

**Equal Opportunity Employer:** Westminster Rescue Mission (WRM) will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. WRM will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin.