

## **Job description**

### **Hourly Wage and Benefits**

- \$19.00-\$23.00/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, Part-time Non-Exempt**

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

**Summary:** Works with Residential Program Manager, Executive Staff, and other Program staff to ensure residential clients receive appropriate care including basic needs, counseling and Christian education, work training, and support in identifying, addressing and overcoming obstacles which could prevent them from ultimately living sober, independent lives in the community. Contributes to direction and accomplishment of Mission functions and operations as needed.

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

- Serves as primary coach, and member of treatment team in residential program.
- Develops relationships with and invests in the lives of each team member, including counseling and spiritual formation, and offers ongoing encouragement and support in helping each client accomplish personal goals. Helps to assess and re-assess clients' needs (physical, emotional, spiritual) in communication with other staff and counselors.
- Teaches classes, leads devotions and/or leads worship as needed.
- Trains clients in workstation assignments and participates in Mission operations with clients as needed.
- Administers medication to clients as required and in accordance with the Mission's procedures.
- Ensures the overall security, safety and cleanliness of the Mission.
- Documents client's progress in EHR.
- Participates in regular Team meetings, staff meetings and planning retreats.
- Has the ability to effectively communicate the expectations for all clients.
- Communicates often and effectively with other team leaders to make sure all clients are assigned to areas that best meet the needs of all.
- Works to resolve conflicts in a straightforward and timely manner.

#### **Credential/Educational requirements:**

- Lived experience in addiction recovery (2+ years)
- Has the desire to serve God through the Mission's work.
- Exhibits leadership, good judgment, sensitivity, and compassion.
- Has strong oral and written communication skills.
- Demonstrates effective problem-solving skills.
- 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.
- Willing to work a flexible schedule.
- 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, and community social service providers.
- Self-directed/motivated and ability to work independently, as well as collaboratively, with commitment to spirit of teamwork and greater good of the Mission community.
- Must be proficient enough with computers and applications including Microsoft Outlook Email and Calendar, Word, and other 3rd party applications for time records, training, and electronic health record documentation.
- Must complete background check and be cleared to work in human service programs.
- Bilingual: Spanish/English (preferred)

#### **Credential/Education Requirements:**

- Certified Peer Recovery Specialist status
- Registered Peer Supervisor status (or willing to secure certification)
- Certified Medication Technician (CMT) **certified a plus, not required**
- CPR/First Aide Certified
- Certified in Narcan administration.
- High school diploma or equivalent (required)
- Valid driver's license (required)

#### **Physical requirements:**

Ability to lift 30 pounds.

Standing and/or walking up to 90% of the time

**Equal Opportunity Employer:** Westminster Rescue Mission (WRM) will not discriminate against any employee or applicant for employment because of age, disability, 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.