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| Job Title: | Recovery Assistant (Residential) | Date Posted: | 5/3/23 |
| Department/Group: | Foundation Program | Location: | Athens, GA |
| Level/Salary Range: | Based on experience | Position Type: | Part to Full-Time |
| HR Contact: | Jessica Brown | Email: | jessica@arc-ga.org |

Job purpose: To work directly with the residents, assisting them in understanding and following all program guidelines and ensuring that they have the tools necessary to progress through their recovery journey.

Hours: 20-40/week

General description: The RA is responsible for assisting the program coordinator in resident management. Tasks include, but are not limited to, facilitating groups as needed, collecting samples for drug testing, and managing the overall daily accountability of residents. The RA should be on time, able to work under pressure, responsible, and possess a willingness and ability to learn.

Education/certification/license requirements:

1. Must be credentialed in the field of mental health and/or addiction studies, ie: CARES, CPS, FPM, CAC, CADC; or currently pursuing credentialing in the field
2. Must be current and maintain all CEUs for certification/licensure

Knowledge, skills, and abilities:

1. Ability to work individually and with a team
2. Ability and willingness to be cross trained in other departments as needed
3. Ability to learn and apply knowledge of program policies and procedures
4. Ability to apply knowledge and basic skills in counseling practices and methods
5. Ability to demonstrate an enhanced level of self-awareness as to how he or she relates to others and an ability to effectively modulate this personal style as conditions warrant
6. Ability to model all core values of the organization
7. Ability to plan, implement, evaluate and report activities conducted
8. Ability to maintain workflow efficiently in a fast-paced environment
9. Ability to communicate effectively, both in person and by telephone, as well as in writing/electronically
10. Ability to utilize basic computer skills, GSuite, MS Office
11. Ability to establish rapport with others as a requisite for healthy and therapeutic relationships
12. Ability to present oneself in an appropriately personable and professional manner to residents and staff
13. Ability to receive and utilize constructive feedback regarding performance, presentation and relationships with others
14. Ability to be both consistent and flexible as circumstances warrant
15. Ability to effectively weigh and evaluate personal needs, resident needs, and the aims and policies of the agency and to respond and negotiate these competing needs as appropriate
16. Ability to remain calm and supportive in psychological emergencies and/or crises when provided with appropriate supervision and direction
17. Ability to attend trainings as needed and reciprocate those trainings to the team

Responsibilities:

1. Completes tasks outlined on the residential assistant checklist and update as needed

2. Creates and/or updates program related procedures as needed
3. Conducts resident schedule checks and follows up with resident regarding any discrepancies
4. Administers action plans/suggestions to residents as needed
5. Conducts weekly accountability with residents and ensures all required forms are filled out correctly and completely
6. Uploads documents to resident case notes, names accordingly, and ensures document is located in the appropriate folder
7. Updates notes and conducts Unity Meeting (UM) and End of Month (EOM) celebrations as needed
8. Facilitates group as needed
9. Performs on-site collections of resident payments as needed and issues receipt accordingly
10. Maintains coverage of the emergency phone according to procedure and responds to emergency situations as needed
11. Attends and participates in staff meetings and follows up on assigned action items
12. Collects specimens for drug screening as needed and documents according to procedure
13. Performs chore and deep clean checks
14. Assigns community service tasks to residents as needed and follows up on completion
15. Maintains proper documentation of any resident medications and observes resident during medication counts/self-dispensing of weekly doses
16. Performs random searches of resident belongings as needed
17. Performs duties necessary to ensure employee offices are clean, organized, and align with agency standards
18. Performs other duties related to residential care as assigned by supervisor