

# ACCEPTANCE

## RECOVERY ▶▶▶

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|                            |                                  |                       |                    |
|----------------------------|----------------------------------|-----------------------|--------------------|
| <b>Job Title:</b>          | Recovery Assistant (Residential) | <b>Date Posted:</b>   | 5/16/25            |
| <b>Department/Group:</b>   | Foundation Program               | <b>Location:</b>      | Athens, GA         |
| <b>Level/Salary Range:</b> | Based on experience              | <b>Position Type:</b> | Part-time/ PRN     |
| <b>HR Contact:</b>         | Jessica Brown                    | <b>Email:</b>         | jessica@arc-ga.org |

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

**Hours:** 20-40 hours/week

### General Description:

The Recovery Assistant (RA) supports the Program Director in resident management. Responsibilities include, but are not limited to: facilitating groups as needed, collecting samples for drug testing, and managing residents' daily accountability. The RA must be punctual, capable of working effectively under pressure, responsible, and possess a strong willingness and ability to learn.

### Education/Certification/License Requirements:

1. Must hold a credential in the field of mental health and/or addiction studies (e.g., CARES, CPS, FPM, CAC, CADC), or be currently pursuing such credentialing.
2. Must maintain current certification/licensure and fulfill all required Continuing Education Units (CEUs).

### Knowledge, Skills, and Abilities:

1. Ability to work both independently and collaboratively within a team.
2. Ability and willingness to undergo cross-training in other departments as needed.
3. Ability to learn and apply program policies and procedures.
4. Ability to apply foundational knowledge and skills in counseling practices and methods.
5. Ability to demonstrate a high level of self-awareness regarding interpersonal interactions, and to adapt personal style effectively as needed.
6. Ability to model the organization's core values.
7. Ability to plan, implement, evaluate, and report on activities.
8. Ability to maintain efficient workflow in a fast-paced environment.
9. Ability to communicate effectively, both in person and via telephone, as well as in writing/electronically.
10. Ability to establish rapport with others, fostering healthy and therapeutic relationships.
11. Ability to present oneself in a consistently personable and professional manner to residents and staff.
12. Ability to receive and utilize constructive feedback regarding performance, presentation, and interpersonal interactions.
13. Ability to be consistent and flexible, adapting to changing circumstances.
14. Ability to effectively assess and balance personal needs, resident needs, and agency goals and policies, and to respond and negotiate these competing needs appropriately.
15. Ability to remain calm and provide support during psychological emergencies and/or crises, under

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appropriate supervision and direction.

16. Ability to attend training as needed and share training content with the team.

### **Responsibilities:**

1. Complete tasks outlined on the Residential Assistant checklist and update it as needed.
2. Create and/or update program-related procedures as needed.
3. Conduct resident schedule checks and address any discrepancies with residents.
4. Administer action plans/suggestions to residents as needed.
5. Conduct weekly accountability meetings with residents, ensuring all required forms are completed accurately and thoroughly.
6. Upload documents to resident case notes, ensuring accurate naming and placement in the appropriate folder.
7. Update notes and conduct Unity Meeting (UM) and End of Month (EOM) celebrations as needed
8. Facilitate groups as needed.
9. Perform on-site collection of resident payments as needed and issue receipts accordingly.
10. Maintain emergency phone coverage according to procedure and respond to emergency situations as needed.
11. Attend and participate in staff meetings and follow up on assigned action items.
12. Collect specimens for drug screening as needed and document according to procedure.
13. Perform chore and deep clean checks.
14. Assign community service tasks to residents as needed and monitor their completion.
15. Maintain accurate documentation of resident medications and observe residents during medication counts/self-administration of weekly doses.
16. Perform random searches of resident belongings as needed.
17. Ensure employee offices are clean, organized, and compliant with agency standards.
18. Perform other duties related to residential care as assigned by the supervisor.