

**EMCMHC  
Job Description**

**CLASS TITLE:** Chemical Dependency Telemed Aide

**DEPARTMENT:** Chemical Dependency

**ACCOUNTABLE TO:** Program Director / Satellite Office Director

**PRIMARY OBJECTIVE OF POSITION:** Under general direction provides group services for chemically dependent clients identified by their respective therapist or case manager; Work varies little, requiring individual judgment within the specifically assigned protocol, and within EMCMHC policies and procedures.

**ESSENTIAL JOB FUNCTIONS:**

- Physical requirements may require lifting up to 35#'s (greater with assistance), bending, stooping, and prolonged sitting;
- Must have ability to communicate orally and in writing; and
- Must possess a valid Montana Operator's License (If your own personal vehicle is used to transport any client, your vehicle must have insurance that will cover passengers).

**MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

- Monitors clients during Telemed groups and reports progress to the staff;
- Responsible for Telemed equipment and reports any malfunctions to the appropriate department;
- Copying Admission Packets and Group Handbooks as needed;
- Makes sure that there is appropriate paperwork in each Telemed class;
- Assures that all clients are signed into the group;
- Assures that all clients complete a progress note and completes observation section on each client's progress note;
- Completes all documents and delivers them to the appropriate office;
- Overseeing PFL, MIP, CD groups, and 6 hour Education classes;
- Oversees Telemed Services as a Site Facilitator; and
- Performs those additional duties and responsibilities that may be assigned.

**SUPERVISION – RESPONSIBILITY FOR WORK OF OTHERS:** None

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**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

- Graduation from High School or its equivalent;
- One (1) year of demonstrated work experience in an office setting; and
- Must possess a valid Montana Operator's License (If your own personal vehicle is used to transport any client, your vehicle must have insurance that will cover passengers).

**EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:**

- Site Facilitator shall inform Satellite Office Secretaries of any changes in their Telemed schedules;
- Keeps tract of Telemed Site Log attendance for groups or any Telemed presentations and forwards the information to the appropriate office; and
- Performs other duties as may be assigned.

**Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.**

**09-11-2014**