

**EMCMHC  
Job Description**

**CLASS TITLE:** Residential Aide **FLSA: Non Exempt**  
**DEPARTMENT:** Chemical Dependency  
**ACCOUNTABLE TO:** House Manager

**PRIMARY OBJECTIVE OF POSITION:** Under general direction, serves as a part of a treatment team providing a structured environment for residents of Recovery Support Homes for chemically dependent males identified by their respective therapists. Work may vary and may require working independently following a case management plan developed by the Treatment Team in response to the client's needs.

**ESSENTIAL JOB FUNCTIONS:**

- Physical requirements may require walking, lifting up to 35#'s (greater with assistance) up a flight of stairs, bending, stooping, sitting, and the ability to get in and out of a vehicle without assistance;
- Must possess people skills and the ability to work with others;
- Some traveling required where exposure to inclement weather of heat, cold, rain, and snow may occur; exposure to household chemicals may occur;
- Must complete Credible EHR functionality and overview training within the first month of employment and maintain Certification throughout employment;
- Must become Certified as CPR, MANDT, HIPAA training, and Blood Borne Pathogens within three (3) months of employment; 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:**

- The primary areas of involvement include security, accountability of residents, monitoring life safety issues, and sanitation;
- Provides resident transportation as directed;
- Provides supervision to the residents in a fair and consistent manner;
- Maintains an alcohol and drug free environment through the implementation of prescribed procedures for urinalysis and Alco-Sensor testing;
- Ensures against the existence of contraband on the Recovery Support Home's premises through periodic inspections;
- May supervise resident activities and maintains an awareness of residents' attitudes and whereabouts through regular interactions which may include informal contact with residents;
- Notifies counseling staff of important resident related issues through direct conversation, logging procedures, and/or the use of informational incident reports;

**CLASS TITLE: Residential Aide (continued)**

- Reports to supervisor immediately all areas of noncompliance with program and security procedures;
- Writes and reports rule violations;
- Maintains firmness and consistency in rule enforcement;
- Discusses any concerns immediately with the House Manager; and
- Work time should be completed daily and recorded into the Credible Electronic Records monthly.

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

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

- Graduation from High School or its equivalent; additional schooling desirable;
- Some demonstrated work experience, including people skills and ability to work with others;
- Must complete Credible EHR functionality and overview training within the first month of employment and maintain Certification throughout employment;
- Must become Certified as CPR, MANDT, HIPAA training, and Blood Borne Pathogens within three (3) months of employment;
- Must satisfactorily complete a criminal background check prior to employment; 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:**

- A short progress note may be entered into the Credible Electronic Records with a note placed on the House Manager's desk, highlighting the notable events of the contact, the client's demeanor, level of cooperation, and degree of accomplishment;
- If issues arise that should be brought to the House Manager's immediate attention, note them briefly in the progress note and arrange to speak to the House Manager directly. Concentrate on the client's problems and behavior in your notes, do not just list what activity you did; and
- Performs such 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