

CROWLEY'S RIDGE DEVELOPMENT COUNCIL, INC
SUBSTANCE ABUSE DEPARTMENT
JOB DESCRIPTION

TITLE: ANCILLARY HOUSE PERSON

CLASS: PART TIME, NON EXEMPT- AT WILL

PROGRAM: SUBSTANCE ABUSE

NUMBER DIRECTLY SUPERVISES: NONE

REPORTS TO: HOUSE MANAGER and/or DIRECTOR

SALARY GRADE: 1

General Responsibility:

Work under general supervision of the Recovery Center House Manager and Director. The house person will be responsible for securing the Center at night, locking all doors and the overall operation of the center at night and weekends. Must be a Regional Detoxification Specialist (RDS) or working towards RDS certification.

Essential Functions:

1. Insure all doors are locked at night and on schedule.
2. Lights turned off on schedule.
3. Bed checks.
4. Available to help handle any problems that may occur in the evening.
5. Responsible for evening supervision.
6. Documentation in client files, written and electronic, as required licensure, accreditation, and contractual agreements.
7. Count and log all medication in "Medication Log Book".
8. Obtain all paperwork from client that leaves Center due to illness or other appointments. (Paperwork place in Counselor box)
9. Maintain accurate paperwork in clients files.
10. Accurate documentation of incidents, that includes a detailed description of event, including time of event, which occurred during their shift.
11. Any other duties as may be assigned.

Authority and Accountability:

The incumbent is delegated full authority necessary for the effective performance of the responsibility assigned within the restrictions of applicable policies and instruction, and is fully accountable to the Recovery Center Director and/or the House Manager for his / her performance.

Requirement:

If in recovery, must have six (6) months of sobriety.
Must be RDS Certified or working to obtain RDS Certification.
Direct Deposit required for payroll checks
Background check, driving record check and drug screen

CRDC is an Equal Opportunity Employer

Signatures:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Job Description reviewed and approved by:

Executive Director: _____ Date: _____