



Job Description

Rehabilitation Aide/Night Watch

Purpose: The Rehabilitation Aide is a full-time position, whose primary responsibility is the protection, care, and supervision of residents in the Butte SPIRIT Women's Home. This position works with residents in early recovery, providing structure and support to establish stable long-term recovery from substance use disorder.

Essential Functions:

- Provides supervision and support during the night shift to residents who are emotionally and/or behaviorally challenged; ***The employee is required to remain awake and alert throughout the shift***
- Observes, reports, and records data concerning residents' state of being in case notes
- Residents will be checked regularly, with entries made in each residents' case notes
- Follows organizational procedures for the recording of incidents, data, etc
- Receives reports from the previous shift and provides reports to the next morning's staff
- Spends time during each shift conducting general cleaning and straightening activities in the Butte SPIRIT Home
- Performs filing, copying, shredding, form replacement, medication reconciliation, and other clerical duties for the home on a nightly basis
- May assist with supply inventorying and basic home maintenance
- Implements and follows Individual Treatment Plans for each resident
- May assist, as assigned, in resident medication self-administration
- Provide appropriate help during emergency situations
- Assist residents, as needed with daily morning routine, hygiene, dressing, cooking, etc
- Transports residents to and from school, work, recreation, appointments, etc. as needed
- Attends and participates in mandatory training, treatment team meetings, and committees as assigned
- May conduct breathalyzer testing and urine screening of residents when necessary
- Utilizes and accurately records data using Butte SPIRIT's Electronic Health Records system as assigned, outlined, and trained
- Maintain confidentiality and privacy of residents
- Assume additional duties as assigned by a Supervisor

Work Schedule & Status:

Full-Time, Hourly, Non-Exempt Position. Approximately 40 hours per week. Part-Time work may be available depending on applicant. Involves working sometimes varied days and hours. Most hours are worked while unsupervised. This position is required to be awake and alert during all working hours.

Materials and Equipment Used:

Telephone; fax machine; general office supplies; computers; motorized vehicles; breathalyzer; and urinalysis collection cups

Requirements, Qualifications and Skills:

- Must be able to lift up to 25 pounds
- May be exposed to unpleasant sights, smells or fluids
- Must have the interpersonal oral and written communications skills to work as a team member, to make observations and to report them accurately, and to follow oral and written instructions.
- Requires typing and computer competency, including Windows applications for moderate levels of typing case notes, client records, client intake, and house documents
- Valid Driving License
- Willingness to obtain additional education including First Aid/CPR, HIPPA, Blood Borne Pathogens, Medication Self-Administration, Drug Testing Procedures, etc.
- GED or HS diploma

Preferred Qualifications, Traits and Skills:

- A working knowledge of addiction, mental illness and homelessness treatment and programs and/or a CBHPSS Certification
- Knowledge of community resources
- 2+ years of quality sobriety, with active maintenance of a recovery program
- Desire to share personal experience, strength, and hope with newcomers to recovery

Compensation:

Competitive salary compensation will be discussed based on experience and at the discretion of the Board of Directors and is not to exceed \$17/hour.

At Butte SPIRIT Center we care about the health and safety of our employees. Butte SPIRIT Center requires applicants to complete a pre-employment screening process upon receipt of an offer of employment. Any employment offer is contingent upon receipt of all satisfactory pre-employment screenings.

To Apply: Cover letter and resume *including professional and character references* should be sent to director@buttespirit.org