

**Western Montana Mental Health Center**

**Carol Graham Home**

**1325 Wyoming**

**Missoula, MT 59801**

**Phone: (406) 532-9800**

**Fax: (406) 541-3032**

**POSITION:** Residential Care Worker

**CLOSE DATE:** Open until filled

**HOURS:** Sunday thru Wednesday 12am-8am (32 hours)  
Thursday thru Saturday 12am -8am (24 hours)

**JOB SUMMARY:** Residential Care Worker at a 24 hour addiction services residential facility for females. Will assist residents w/ meal planning & other household tasks & conduct drug/alcohol testing. Under the supervision of the Carole Graham Home Supervisor, this individual assists residents and Carole Graham Home staff.

**ESSENTIAL JOB RESPONSIBILITIES:** Ability to learn, utilize, and effectively apply the required technical knowledge; to maintain professional relationships with residents, consumers, colleagues, community members and the general public; to set and maintain appropriate boundaries; to deliver and follow written and verbal instructions; and to communicate effectively verbally and in writing; to demonstrate competency in problem-solving, time management and crisis management.

**QUALIFICATIONS:** Working knowledge of substance abuse, addiction, and recovery; general familiarity with primary Axis I and II diagnoses; with family system dynamics; thorough knowledge of community-based resources and process of referral; of ethical performance standards and their application; knowledge of laws and administrative rules relevant to chemical dependency and confidentiality; demonstrated knowledge of appropriate boundary setting.

**EDUCATION/EXPERIENCE:** The above job responsibilities and qualifications are typically acquired through a combination of education and experience equivalent to graduation from high school, or having completed a GED, or having had prior experience working within the field of substance abuse/addiction. If recovering, must have had a minimum of one year of abstinence within a recovery program.