

Western Montana Mental Health Center
Aspen Home
1335 Wyoming
Missoula, MT 59801
Phone: (406) 532-9830
Fax: (406) 541-3031

POSITION: Residential Care Worker - Relief

CLOSE DATE: Open until filled

HOURS: Varies

JOB SUMMARY: Relief 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 Residential Program Supervisor, this individual assists residents and Recovery Home staff.

ESSENTIAL JOB RESPONSIBILITIES:

- Answer incoming telephone calls, ascertain purpose of call and direct call to relevant staff or to voice mail.
- Perform case management activities as assigned.
- Ensure the security of the residence.
- Perform household tasks as assigned.
- Assist residents in compliance of household chores and rules.
- Participate in team meetings.
- Report house operation/maintenance problems to the Program Supervisor, and assist in resolution.
- Monitor, and maintain resident records.
- Conduct urine testing and breath testing.
- Assist in preparation of meals as requested.
- Perform tasks on "duty list" as assigned.

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.