

**Western Montana Mental Health Center**  
**1335 Wyoming Street**  
**Missoula, MT 59801**

**Position:** Residential Care Worker (Graveyards)

**Close Date:** Open until filled

**Hours:** Full-time

**Job Summary:** Provide supportive services to residents of the home; keep the home safe and secured; and oversee general functioning and maintenance of the home.

**Essential Job Responsibilities:**

- Ensure the security of the residence.
- Perform household tasks as assigned.
- Assist residents in compliance of household chores and rules.
- 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 attached "duty list" as assigned.

**Job Requirements:** Working knowledge of substance abuse, addiction, and recovery; ability to learn, utilize, and effectively apply the required technical knowledge including general familiarity with mental illness and a commitment to gain thorough knowledge of ethical performance standards and their application; of laws and administrative rules relevant to chemical dependency and confidentiality; demonstrated knowledge of appropriate boundary setting.

**Competencies:** Ability to maintain professional relationships with residents, consumers, colleagues, community members, and the general public; to gain thorough knowledge of community-based resources and process of referral; to set and maintain appropriate boundaries with residents and colleagues; to deliver and follow written and verbal instructions; to communicate effectively verbally and in writing; to demonstrate competency in multi-tasking, in problem-solving, time management, and crisis management; and to demonstrate reliability in performing duties of position including awake attendance during scheduled work hours.

**Education/Knowledge:** The above knowledge and competencies are typically acquired through a combination of education and experience equivalent to graduation from high school, of 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.