

Western Montana Mental Health Center

The Nest – Lake County

410 St. Mary Dr

St. Ignatius, MT 59865

Phone: (406) 745-3757

Fax: (406) 206-7087

Job Title: Residential Care Worker

Hours: Full-time, part-time, Relief. All shifts available

Close Date: Open Until Filled

Job Summary: Under general supervision, provide supportive services to residents of the home; keep the home safe and secured; and oversee general functioning and maintenance of the home.

Duties and Responsibilities:

- Answer incoming telephone calls, ascertain purpose of call and direct call to relevant staff or to voice mail.
- 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.

Requirements:

Knowledge: Working knowledge of substance use disorders and recovery; ability to learn, utilize, and effectively apply the required technical knowledge including general familiarity with DSM 5 diagnoses and family system dynamics; commitment to gain thorough knowledge, adhere to ethical performance standards and their application; adhere to laws and administrative rules relevant to substance use disorders and confidentiality; demonstrated knowledge of appropriate boundary setting.

Competencies: Ability to maintain professional relationships with residents, clients, colleagues, community members, and the 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, problem-solving, time management, and crisis management; and to demonstrate reliability in performing duties of position including awake attendance during scheduled work hours.

Education and Experience: 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 use disorders and co-occurring issues. If recovering, must have had a minimum of one year of abstinence within a recovery program.