

Rescue Mission of Trenton

Position Description

Job Title: Recovery Aide- IOP (FULL TIME)

Reports to: Manager of Behavioral Health Operations

Job Title(s) Reporting To This Position: N/A

FLSA: Non-Exempt

Position Overview

Under supervision of the Manager of Behavioral Health Operations, the Recovery Aide-IOP will aid in the provision of program services and maintain facility safety during assigned shifts

Qualifications For Position

Education: High School Diploma or GED required, Associates Degree preferred

Experience: Equivalent experience, if education qualification is not met

Skills and Abilities: Active learning and listening, critical thinking, social perceptiveness, service orientation, speaking, persuasion, oral comprehension and expression, and written comprehension and expression

Other Requirements: Valid driver's license, acquiring ServSafe Certification.

Job Specific Duties & Responsibilities

Transportation

- Transports residents to approved locations
- Picks up residents and returns them to the Rescue Mission
- Provides observation time, as requested

Client Services

- Assists behavioral health clients to appointments between the behavioral health building and the IOP location
- Works with behavioral health team to enforce office protocol with clients and manages the flow of traffic in and out of the IOP building
- Assists residents with orientation to the program in collaboration with treatment team
- Provides coordination of non-clinical resident needs, services, and assistance
- Works collaboratively with the treatment team
- Demonstrates an ability to work with clients with co-occurring disorders
- Collects specimens for routine drug screenings
- Completes physical checks and monitors residents to detect unusual behaviors and report as needed
- Provides direct clinical services and life skills information services in support of resident treatment plan
- Supervises residents' activities including education, recreation, work, and daily life skills

Documentation

- Initiates timely documentation of services delivered according to all licensure standards and established policies and procedures
- Prepares and maintains records and reports and ensures that all necessary documents are complete
- File and print documentation per Rescue Mission procedures

This document in no way states or implies that these are the only duties to be performed by the employee occupying this position

Revised 12/7/2021

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Safety

- Tours physical facility to ensure the environment is safe, clean and orderly for staff, clients, residents, and visitors
- Assists with evacuations during drills and emergencies
- Notifies appropriate staff of facility equipment issues

Miscellaneous

- Attends staff training as required
- Other duties as assigned

This is a Full-Time position. The hours are Monday to Friday 8:30 am to 4:30 pm

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This form is designed to identify the "Physical Requirements" of a particular job. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Individuals who pose a direct threat or significant risk to the health and safety of themselves or others in the workplace, because physical requirements cannot be eliminated or reduced by reasonable accommodation, will not be considered qualified for employment. This document is not an employment contract.

PHYSICAL REQUIREMENTS	EQUIPMENT AND TOOLS																																											
<p>✓ Check which of the following best describes the position</p> <p><input type="checkbox"/> Sedentary work - Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.</p> <p><input checked="" type="checkbox"/> Light work - Exerting up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg control requires exertion of forces greater than that of sedentary work and if the worker sits most of the time, the job is considered light work.</p> <p><input type="checkbox"/> Medium work - Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.</p> <p><input type="checkbox"/> Heavy work - Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.</p> <p><input type="checkbox"/> Very heavy work - Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.</p> <p>✓ Check <u>essential</u> physical requirements of the job:</p> <table style="width: 100%; border: none;"> <tr> <td><input checked="" type="checkbox"/> Climbing</td> <td><input checked="" type="checkbox"/> Balancing</td> <td><input checked="" type="checkbox"/> Stooping</td> </tr> <tr> <td><input checked="" type="checkbox"/> Kneeling</td> <td><input checked="" type="checkbox"/> Crouching</td> <td><input checked="" type="checkbox"/> Reaching</td> </tr> <tr> <td><input checked="" type="checkbox"/> Standing</td> <td><input checked="" type="checkbox"/> Walking</td> <td><input checked="" type="checkbox"/> Pushing</td> </tr> <tr> <td><input checked="" type="checkbox"/> Pulling</td> <td><input checked="" type="checkbox"/> Lifting</td> <td><input checked="" type="checkbox"/> Fingering</td> </tr> <tr> <td><input checked="" type="checkbox"/> Grasping</td> <td><input type="checkbox"/> Tactile sense</td> <td><input checked="" type="checkbox"/> Repetitive motions</td> </tr> <tr> <td><input checked="" type="checkbox"/> Seeing</td> <td><input checked="" type="checkbox"/> Hearing</td> <td><input checked="" type="checkbox"/> Talking</td> </tr> <tr> <td colspan="3"><input checked="" type="checkbox"/> Visual acuity (color, depth perception and field of vision)</td> </tr> </table>	<input checked="" type="checkbox"/> Climbing	<input checked="" type="checkbox"/> Balancing	<input checked="" type="checkbox"/> Stooping	<input checked="" type="checkbox"/> Kneeling	<input checked="" type="checkbox"/> Crouching	<input checked="" type="checkbox"/> Reaching	<input checked="" type="checkbox"/> Standing	<input checked="" type="checkbox"/> Walking	<input checked="" type="checkbox"/> Pushing	<input checked="" type="checkbox"/> Pulling	<input checked="" type="checkbox"/> Lifting	<input checked="" type="checkbox"/> Fingering	<input checked="" type="checkbox"/> Grasping	<input type="checkbox"/> Tactile sense	<input checked="" type="checkbox"/> Repetitive motions	<input checked="" type="checkbox"/> Seeing	<input checked="" type="checkbox"/> Hearing	<input checked="" type="checkbox"/> Talking	<input checked="" type="checkbox"/> Visual acuity (color, depth perception and field of vision)			<p>List equipment and tools operated and the frequency of use: (Those which cannot be delegated to a co-worker.)</p> <p>Company Vehicles:</p> <p>Equipment: Computer, printer, copier, scanner, keyboard</p> <p>Tools:</p> <p>Other:</p> <p style="text-align: center;">WORKING CONDITIONS</p> <p>✓ Check which working conditions the employee is subject to:</p> <p>Physical Conditions:</p> <table style="width: 100%; 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