

Credo Community Center for the Treatment of Addictions, Inc.

POSITION VACANCY NOTICE

Job Title: Clinical Night Staff
Status: Non-Exempt/Hourly, Full-Time
Program: Residential Rehabilitation Services for Youth
Shift: Various (could include days, evenings, nights, weekends, and/or holidays as specified)
Report to: Night Supervisor

Description

Provide supportive presence for Clinical Staff in all areas of programming. Interaction with residents, including in clinical activities, transport to off-site services, recreation, work projects and volunteer activities.

Essential Job Functions

- Maintain Standards that apply to Confidentiality and 42 CFR/HIPAA
- Must be knowledgeable and able to demonstrate the Canon of Ethics, healthy professional relationships and boundaries with clients and co-workers
- Provide individual and group activities
- Participate in clinical supervision at least bi-weekly and comply with directions
- Utilize RUBRIC as a guide for developing clinical competencies to meet expectations
- Ensure the delivery of prompt medical attention in cases of illness or accident, report any such incidents to the Program Director/Supervisor, complete untoward incident reports and documentation as required. Utilize the On-call system as needed.
- Obtain breath and urine samples for AOD testing
- Attend and participate in relevant training while pursuing /maintaining CASAC
- Attend staff meetings, in-service and conference/trainings as assigned
- Convey information inter/intra agency
- Be sensitive and responsible to public relations within the community
- Maintain basic knowledge of the physical plant
- Supervise and participate with residents during recreational, vocational and educational activities including meal preparation, cleaning, hygiene, nutrition and daily chores.
- Utilize program consumables and supplies cost effectively
- Transport residents to appointments and activities as needed
- Safeguard, monitor and distribute residents' medication as prescribed
- Shift report due at end of every shift.
- Responsible for status of animals and to ensure their well being
- Provide support to residents
- Responsible for building safety to include:
 - Visual inspection of fire extinguishers, smoke detectors and emergency lighting, on a monthly basis
 - Perform and document monthly fire drills
- Assist with orientation of new staff members
- Perform other duties as assigned

Note: The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties and responsibilities required of personnel so classified

Other Job Requirements

Must maintain a valid Driver's License, as specified in the personnel policies. Must comply with all laws and policies concerning confidentiality, security, and client rights as specified in the employee handbook, 42 CFR Part 2 and HIPAA. Must maintain current certification and/or training in CPR and First Aid, and any other areas specified by state law and agency regulation.

Minimum Job Qualifications

Must have a High School Diploma or GED, College Degree and experience in Substance Abuse, Mental Health, Physical Education and/or Recreation preferred

And

Support the goal of abstinence from mood altering substances unless prescribed by a physician knowledgeable of addiction

And

Must subscribe to a Professional Canon of Ethics.

Submit letter of interest and resume to:

Human Resource Director
Credo Community Center for the Treatment of Addictions, Inc.
595 W Main St.
Watertown, NY 13601
Email: kathys@credocommunitycenter.com
Fax: 315-755-2538

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