

Credo Community Center for the Treatment of Addictions, Inc.

POSITION VACANCY NOTICE

Job Title: Part Time Relief Worker
Status: Non-exempt/Hourly
Location: Men's Community Residences, Watertown
Shifts: Various (could include days, evenings, nights, weekends and/or holidays as specified).

Description

Provide services to persons adversely affected by chemical abuse or dependency in a residential setting.

Essential Job Functions

- Maintain a safe environment
- Ensure the welfare of the clients
- Meet with staff at change of shift to get direction for the shift
- Engage residents in the use of Independent Living Skill activities
- Supervise residents in chores and responsibilities
- Supervise residents in meal prep, at meals, and at cleanup
- Manage supplies and consumables in the house
- Safeguard and monitor all residents' medication and valuables at the direction of the counseling staff
- Transport residents as needed
- Ensure the delivery of prompt medical attention in cases of illness or accident, report any such incidents to the Program Director, complete untoward incident reports and documentation as required
- Utilize the On-Call system as needed
- Be available to residents for support, encouragement and direction when needed
- Perform and document monthly fire drills
- Attend staff meetings, in-services and conferences/trainings as assigned
- Conduct regular house and bed checks if working at night
- Perform other duties as assigned, which could include but may not be limited to:
 - Cleaning
 - Filing
 - Copying
 - Baking/cooking
 - Snow removal from emergency exits at all times
- Night time relief staff must account for **all residents** before going to bed (Community Residences only). If all residents have not returned by curfew, contact the On-call worker to report the absence. A morning count is to be conducted to report to the incoming staff.
- **At no time** is a residence to be left unattended. In the event that a staff member is left beyond their scheduled shift for whatever reason and they need to leave, the On-call worker should be contacted to arrange for coverage. The staff member must stay at the residence until that coverage arrives.

Minimum Job Qualifications

- High School Diploma or GED
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
595 W Main St
Watertown NY 13601
Fax: 315-755-2538
kathys@credocommunitycenter.com
EOE