



RECOVERY ENGAGEMENT SPECIALIST I - PTE

Job Description

STAFF MEMBER:

POSITION: Recovery Engagement Specialist I - Women's Campus

JOB FAMILY: Direct Recovery Services

POSITION TYPE: Part-time, hourly, non-exempt

PAY BAND: Hourly 1

REPORTS TO: Director of Detox Services, Emergency Shelter Coordinator, or Detox Coordinator

RESPONSIBILITIES/SUMMARY:

This position provides social support and non-medical detoxification services in a social setting detoxification unit to homeless individuals with alcohol and other drug problems. Provides services in other programs such as our homeless shelter as directed by the Emergency Shelter Coordinator, Women's Detox Coordinator, or Detox Director. While on shift, this position helps to ensure the safety of our participants, and is responsible for documentation, and crisis management.

COMPETENCIES:

1. Customer service: Must demonstrate capacity to be non-judgmental, attentively listen, and offer support;
2. Decision Making: Must demonstrate sound judgment and ability to utilize available resources (other staff on duty, On Call, etc.);
3. Attention to detail: This position is responsible for documentation which must be thorough and accurate;
4. Exercises appropriate self-care and boundaries: Individuals who are suitable for this position must be able to handle a constant high stress environment and be able

- to effectively respond to crises. Must be able to maintain emotional stability and health;
5. Ability to work as part of a team: Individual must possess effective communication and collaboration skills. Exchange of information is a crucial component of safe and efficient operation;
 6. Flexibility: Staff in this role must be open-minded and able to respond to the changing needs of guests/participants and the organization;

ESSENTIAL FUNCTIONS:

- Assesses the health and well-being of clients at all times;
- Assesses clients to include current or recent problems, level of orientation, and description of discomfort or pain as stated by the client;
- Assesses and monitors vital signs and the level of withdrawal/intoxication following HT Detox guidelines;
- Assesses, works with, and refers clients regarding potential or exhibited violent, self-destructive or dangerous behaviors;
- Ensures that clients understand, complete and sign Consent for Assessment, Evaluation and Treatment, and Client's Rights;
- Introduces clients to staff and orients client to the detox center;
- Introduces guests to staff and orients guests to the shelter;
- Ensures pertinent resources and information are available to guests (resource packets, meeting sheets);
- Encourage and spend time listening to guests and offering support and/or connecting with resources as needed;
- Takes the client's photograph for placement in the detox record;
- Completes Intake Form with client participation;
- Assesses the health and well-being of guests at all times, making regular shelter rounds;
- Ensures that guests understand, complete and sign all intake documentation (HMIS, VI-SPDAT);
- Assesses client for presence of illegal drugs and disposes of them following agency guidelines;
- Completes Property Receipt Log;
- Completes Medication Receipt Log and all Medication Forms if the client enters detox with prescription drugs on his/her person;

- Complete checklists to ensure chores and duties have been completed, belongings have been properly stored or removed, and note any issues needing attention (maintenance, etc.);
- Oversee all check-in procedures (bed assignment, searches, storage of guest property including medication, cell phones and weapons);
- Continually assesses and observes the client regarding medical/psychiatric emergencies and makes appropriate referrals;
- Completes, with client participation, the Medical, Substance Use, Psychosocial within the time frame indicated in the agency guidelines;
- Maintains current client records and ensures appropriate storage and confidential handling following detox guidelines;
- Maintains current guest records (shelter cards and rosters) and ensures appropriate storage and confidential handling;
- Collaborate with other staff on duty and utilize On Call as needed for decision making;
- Communicates between shifts and other departments about guest issues (guest taken to hospital, movement in program, etc.) via email, shelter notes and Incident Reports;
- Is responsible for maintaining accurate inventory for any items issued to overnight guests (towels, blankets, etc.);
- Assures that a safe environment is maintained;
- Conduct, at minimum, a weekly shelter meeting to go over guidelines and expectations with all shelter guests;
- Transport participants from the pick-up location to the shelter daily;
- Coordinate chores, kitchen volunteers, meeting attendance, laundry volunteers, and transportation to meals while on shift;
- Coordinate after hours referrals from law enforcement, other community providers, or first-time guests;
- Adhere to all policies of Healing Transitions;
- Other duties as assigned.

REQUIRED EDUCATION AND EXPERIENCE:

- Must be familiar with Healing Transitions program and be able to engage participants in the recovery process.
- Certified Peer Support Specialist preferred.
- Completion of a High School Diploma or equivalent preferred.
- One year in recovery. At least 6 months in recovery off campus preferred.
- Strong familiarity with Healing Transitions model.

SUPERVISORY RESPONSIBILITY:

This position does not have any supervisory responsibilities.

WORKING ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This role routinely uses standard office equipment such as rescue equipment, computers, vital equipment, surveillance monitors, phones, photocopiers, filing cabinets and fax machines. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid outside weather conditions. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; use hand to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl, and taste or smell. The employee must occasionally lift and/or move more than 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Employees are required to be CPR certified and physically able to perform CPR in medical emergencies. Employees must be able to physically respond to emergencies and perform overdose reversals when needed.

LANGUAGE SKILLS:

Must have the ability to read, analyze, and interpret common documents; be able to respond to common inquiries or complaints from participants or members of the community; and the ability to effectively present information to top management and public groups.

TRAVEL:

Light travel off campus for trainings and or Men's or Women's Campus for meetings.

APPROVAL SIGNATURES:

Staff Member

Date

Supervisor

Date

Executive Director

Date