

# FT Recovery Specialist- Days

Norfolk, NE

**Job Title: Full-Time Day Recovery Specialist- SRP (Norfolk)**

**Wage:** \$16-\$22.25/hr

**Schedule:** Full-Time

## OVERVIEW

The Recovery Specialist/ Human Service Tech observes, guides, redirects and assists residents in learning and practicing new behaviors, including responsibility with assignments and chores. This position ensures a clean and safe environment for clients and staff, communicates with all staff on the status of residents. The techs document observations of residents and assure compliance with house and program rules/procedures.

## ROLES AND RESPONSIBILITIES

- The Recovery Specialist/Human Service Tech will complete intakes with new client admissions, including completion of all proper documentation, searching and orienting of the new clients.
- May assist with client discharges/inventory of items, as requested by the clinician/program director.
- At times, will help prepare/serve meals and supervise cleanup.
- Conducts regular/situational room/chore checks/searches with access of the facility. The RS may perform pat searches and drug screens.
- Transport/schedule clients to on-going appointments and meetings while in treatment.
- Provide suggested interventions for inappropriate/unacceptable behaviors by helping residents identify what s/he needs and new ways of handling the situation.
- The Recovery Specialist/Human Service Tech may play games/cards/creative activities with clients, when appropriate.
- Conducts lecture; either a facility created lecture or a planned/approved (by supervisor/program director) lecture.
- Responsible for supervising community meetings, whether inhouse or an outside meeting.

## 40 Hour - Medication Aide: Wage starting at \$20/hr

- Completes new patient admissions/discharges and proper documentation of medication.
- Observes and records client's self-administration of medication.
- Monitors vital signs and mental status functioning of individuals in detox and in the STR program daily.
- Must have completed 40-hour Med Aide license and keep license active.

## OTHER REQUIREMENTS

- Per policy & procedure, all staff are strongly encouraged to obtain an annual flu shot.
- Will successfully complete background checks/references, and must comply with Agency policies and procedures, including those regarding conduct, confidentiality, and record keeping.
- Must have a valid Nebraska driver's license and an insurable driving record and must be at least 21 years of age.
- If in substance abuse recovery, a minimum of two years continuous sobriety/"clean time" is required.
- Willing to work: weekends, and holidays.

### **EDUCATION AND/OR EXPERIENCE**

Two years of coursework in a human services field and/or two years of experience/training OR two years of lived recovery experience with demonstrated skills and competencies in treatment with individuals with a behavioral health diagnoses. Bachelor's Degree or higher in psychology, sociology or a related human service field is preferred.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to type, file, photocopy, scan and upload documents, shred and organize files as required, with the ability to answer a multi-line phone system in a professional manner and direct callers appropriately.
- Possesses basic computer knowledge to navigate email, spreadsheets, and the agency E.H.R system
- Knowledge and understanding of 42 CFR confidentiality laws regarding management of records is required., as well as knowledge of substance abuse and the recovery process.
- Must have the ability to connect, influence and relate to people through assertive communication, empathetic listening and conflict resolution skills.
- Ability to maintain boundaries with clients, and must possess emotional intelligence skills.