

LATINO COMMISSION ON ALCOHOL & DRUG ABUSE SERVICES, INC.

JOB DESCRIPTION

POSITION: ATTENDANT #1 Women's Residential Home

SUPERVISOR: COUNSELOR

POSITION OVERVIEW:

The resident attendant position is an entry level position designed as a training position for those interested in continuing to expand their Knowledge, Skills and Abilities in the field of Substance Abuse Treatment.

MINIMUM QUALIFICATIONS:

- CADTP / CCAPP Registered preferred / Minimal Experience
- If in recovery a minimum of one year and continuous sobriety.
- Proficient in reading, writing and communicating in English
- Basic Computer Skills
- Ability to administer Cardiopulmonary Resuscitation (CPR) and/or other lifesaving emergency techniques in case of emergency for Adults and Infants (Proof of Certification will be required).

PRIMARY DUTIES AND RESPONSIBILITIES:

Report to Counselor and/or Supervisor

Assist With and In The Absence of - Co / Primary Counselor and Supervisor

Monitor and Assist clients with their needs.

Facilitate scheduled and unscheduled group sessions (Support, Pull-Ups, Awareness groups, etc.)

Inspection of the Facility and Client's Living Quarters for Cleanliness and Organization.

Hourly Night Rounds Checks of Facility and Clients

Recording of occurrences / issues and client's progress on "Daily Log Notes and Staff Log Book"

Cleaning and organizing of Office.

Filing of Necessary paperwork.

Recording of client's appointment/s on Desk Calendar

Client U.A. Testing

Receiving and Inspecting Donations (e.g. Expiration, Quality, Assurance "NO" Contents of Alcohol, etc.)

Knowledgeable and Understanding on Completing of ALL Clients' File, Paperwork and Forms.

Phone Calls (Overall- Answering, Returning, Relaying Messages, Faxing)

Perform Monthly Fire Drills with Clients

Complete Incident / Critical Reports, as necessary.

Reporting of Grocery / Costco Cleaning Supplies Inventory needs

All Client Medication Procedures and Med Counts - (Shift Change Med and New Med Counts, Refills, Monitoring of Client/s

Monitoring Meds, Changing of and Creating New Med Logs)

Create / Modify Necessary Forms (Appointment Schedule, Client Sign-Out-Sign-In, Group Schedule, Menus.

Donations – Receiving/Inventorying.

Perform and Report Minor/ Moderate / Severe House Repairs.

Clean DMV Record

Transport clients as needed.

Staff Schedules may vary between facilities in San Francisco or San Mateo County at the discretion of the agency.

APPLICATION PROCEDURES:

A resume/application must be emailed / mailed or hand delivered to Latino Commission on Alcohol & Drug Abuse Services,, 1001 Sneath Lane #307, San Bruno, CA 94066 Tel (650) 244-1444. www.thelatinocommission.org. All Resume/application will be pre-screened and only qualified applicants will be interviewed. The Latino Commission on Alcohol & Drug Abuse Services, Inc., offers equal employment opportunity to all applicants without regard to race, creed, religion, national origin, ancestry, physical or mental handicap, disability, marital status, age, gender or sexual orientation

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