



JOB DESCRIPTION

POSITION:	Addiction Support Worker (SW)
DEPARTMENT:	First, Second & Third Stages
RESPONSIBLE TO:	Executive Director
ALLOTTED HOURS:	Yearly Contract: Casual, Part-Time & Full-Time Positions
REVISED:	November 23, 2018

MINISTRY CONTEXT

LIFE Recovery Association is a Christian charity that exists as part of Christ's church. The person called to this ministry must be in agreement with LIFE Recovery's confession of faith, mission, vision & core values & must have a passion for this ministry to disciple women. The incumbent must be in agreement with our Code of Conduct/Ethics, Staff Workplace Values, Community Standards & live a life consistent with it.

JOB SUMMARY -PRIMARY FOCUS

The SW is responsible for providing support for clients & other staff of LIFE Recovery. This position is required to work in an environment often dealing with clients in crisis situations brought about by diverse problems. The ability to function independently & frequently under pressure, while managing multiple concurrent tasks including emergency situations is an ongoing expectation of this position.

STATEMENT OF RELATIONSHIPS

The SW is a valued member of L.I.F.E.'s recovery team. The SW is accountable to the Executive Director, but, on a day-to-day basis, reports to the Head Counsellor & works closely with all counsellors, the facility coordinator & other SW's in overseeing the activities of the homes.

The Recovery Home program makes use of volunteers, practicum students & outside professionals from time to time. SW works collaboratively, gives direction & guidance where required.

SPECIFIC RESPONSIBILITIES:

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1. Analyze & screen intake applications including urine tests, search bags, etc.
2. Support individual client recovery participation plans
3. Attend external community meetings or client appointments when necessary
4. Attend monthly staff meetings
5. Oversees & documents client medication consumption (or not) which includes initialing the Medication Tracking Record (MTR); notifies, in writing, the responsible counsellor of any non-compliant medication behaviours, by the next business day
6. Refueling & updating log books of vans
7. Log all incidents
8. Conduct random room checks
9. Others duties as assigned

Tasks List-Days (8-4pm) Saturdays/Sundays/Holidays:

- ☐ Shift change conference
- ☐ Read & initial log books
- ☐ Log all incidents per shift
- ☐ Review all weekend planners to see what is approved / denied, authorize changes as needed
- ☐ Supervise brunch on Saturday / Sunday
- ☐ Be available to clients as needed / conduct conflict resolutions as necessary
- ☐ Ensure meat is taken out of freezer for dinner on time
- ☐ Role model healthy behaviours & promote healthy communication
- ☐ Supervise clients & ensure that house rules are followed
- ☐ Oversees & documents client medication consumption (or not) which includes initialing the Medication Tracking Record (MTR); in writing, notifies the responsible counsellor of any non-compliant medication behaviours
- ☐ Ensure dress code is enforced for meetings & church (No BBBB)
- ☐ Monitor client phone use length & frequency of calls
- ☐ Arrange transportation for clients if necessary (medical clinic, etc.)
- ☐ Administer random urine tests as necessary
- ☐ Attend meetings & Church with clients
- ☐ Supervise clients at meetings / Church
- ☐ Ensure weekend chores are completed
- ☐ Supervise family visits
- ☐ Inspect all items brought for clients from visitors / store, as necessary
- ☐ Answer phones (**ALL** times) & take messages, retrieve **voice messages** after outings
- ☐ Attend phone inquiries & waiting list referrals
- ☐ Ensure building is secure when leaving
- ☐ Keep records of client's progress reports
- ☐ Search client's belongings at intake

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Task List - Afternoon Shift Worker (4:00 pm – 12:00 am):

- ☐ Shift change conference
- ☐ Read & initial log books
- ☐ Supervise dinner routine & ensure menu is followed
- ☐ Assist with meal prep as necessary
- ☐ Attend & supervise clients at in-house and outside meetings
- ☐ Oversees & documents client medication consumption (or not) which includes initialing the Medication Tracking Record (MTR); notifies, in writing, the responsible counsellor of any non-compliant medication behaviours, by the next business day
- ☐ Be available as needed by clients / conduct conflict resolutions as necessary
- ☐ Role model healthy behaviours & promote healthy communication
- ☐ Answer phones (**ALL** times) & take messages, retrieve **voice messages** after outings
- ☐ Attend phone inquiries & waiting list referrals
- ☐ Ensure weekend chores are completed (night clean)
- ☐ Monitor client calls to children
- ☐ Monitor client phone calls – length and frequency of calls
- ☐ Ensure clients are in their own rooms / beds
- ☐ Ensure quiet time by 10:00pm and lights out by 11:00pm
- ☐ Log all incidents on shift
- ☐ Ensure dress code at in-house & outside meetings is followed (No BBBB)
- ☐ Ensure all doors & windows are securely locked when leaving the premises
- ☐ Other Duties as assigned
- ☐ Keep records of client's progress reports
- ☐ Facilitate group therapy & studies as required
- ☐ Ensure cleanliness of staff office & bathroom; follow up with appropriate client if not
- ☐ Other duties as assigned

Task List - Night Shift (12:00am – 8:00am):

- ☐ Shift change conference
- ☐ Read & initial logs
- ☐ Ensure all clients are in their own rooms
- ☐ Ensure all doors & windows are locked
- ☐ Ensure all clients are up by 7:15am (Mon – Fri)
- ☐ Oversees & documents client medication consumption (or not) which includes initialing the Medication Tracking Record (MTR); notifies, in writing, the responsible counsellor of any non-compliant medication behaviours, by the next business day
- ☐ Log all incidents on shift
- ☐ Be available to clients as needed
- ☐ Perform urine tests as necessary
- ☐ Other related duties as assigned

JOB DESCRIPTION: SW

CORE COMPETENCIES:

- **Commitment** – Invested in the goals of LIFE Recovery
- **Confidence** – Aware of self & others, handles criticism, accepts mistakes, strong self esteem
- **Integrity** – Lives honestly, forthrightly & with positive values.
- **Listening Skills** – Takes time to listen & respond; tunes into people.
- **Poise** – Manages stress, workload, treats others without rancour, maintains composure & is polite.
- **Pragmatism** – Develops sensible, realistic, practical solutions.
- **Efficiency** – Taps and deploys resources economically & effectively.
- **Organization** – Plans, schedules, prioritizes, anticipates & builds solutions.
- **Inspires Confidence with a positive disposition**– spotlights the work & efforts of others, anticipates needs, is reliable & brings out the best in those around them. Bring a can-do attitude
- **Social Agility** – astute, understands how to navigate spheres of influence & builds consensus through adept negotiation.
- **Teachable**- must be willing & able to learn new things, receive feedback & open to changes

QUALIFICATIONS & EXPERIENCE

1. Experience working within a Recovery program would be a definite asset.
2. Very good working knowledge of alcohol & drug; mental health disorders & the ability to assess concurrent disorders
3. Good oral, written & interpersonal communication skills
4. Strong analytical skills & decision making ability
5. Demonstrated ability to deal with highly sensitive & confidential material and situations
6. Accurate record keeping
7. Proficient in current Windows & Microsoft based computer operating environment
8. Basic First Aid Training Certificate (or willingness to obtain it at your expense)
9. Food Safe Certificate (or willingness to obtain it at your expense)
10. Current Class 5 Drivers License (minimum)
11. Sobriety of at least two years ie., no abuse of alcohol, drugs or other mood-altering chemicals
12. Agreement with LIFE Recovery's confession of faith and code of conduct
13. Has a reputation of living a lifestyle that honors & uplifts the name of Jesus Christ
14. The incumbent must regularly attend & participate in their home church (Heb 10:24-25).

The above statements are intended to describe the general nature & level of work performed by people assigned to this position. They are not intended to be construed, as an exhaustive list of all responsibilities, duties & skills required of personnel so classified.

SIGNATURE BLOCK:

This job description accurately reflects the requirements of this position:

Supervisor

I have read and understood this job description:

Date

Employee

Date