Chemical Dependency (CD) Technician Position Description

Position Purpose: Assists by providing monitoring and accountability for persons living in a halfway house setting, who are in recovery from chemical abuse and/or dependence.

Organizational role: Reports to the Director.

Responsibilities of position:

- Maintaining current knowledge of house and client activities.
- Plans work tasks to coincide with programming requirements.
- Sets priorities in monitoring clients, making house rounds, documentation of pertinent information and completion of other agency assignments.
- Available, in a friendly respectful dignified manner, to clients for questions and other assistance.
- Handles multiple tasks simultaneously.
- Is highly dependable and can be counted on to work independently, having the ability to work with little direction.

Technician demonstrates a working knowledge of responsibilities by:

- Maintaining an up-to-date knowledge of program philosophy and policies and procedures, Rule 31 requirements, house operations, including client rights and confidentiality.
- Completing and assisting counselor with intake/admission procedures, orientation of new clients and co-workers.
- Encouraging clients to achieve their goals by functioning as a positive role model.
- Participates in client recreational activities with a positive attitude.
- Serving as a resource for clients through knowledge of services and opportunities in this community.
- Monitors client administered medications and documents accordingly.
- Documentation of client information in the communications log and completion of other forms.
- Clearly understanding the program mission and how his/her work integrates with and advances the goals of the program.

Effectively problem-solves by:

- Using sound decision making skills, exhibiting good judgment and realistic understanding of issues.
- Objectively documenting client related topics in client files and communication logs.
- Being diplomatic and exhibiting sensitivity toward other staff and client’s feelings, needs, values, and opinions.
- Taking ownership when solving problems.
- Having a willingness to seek assistance in making decisions.

Supports mission of working as a team member of West Hills Lodge by:

- Continuously seeking out to improve by suggesting solution to operational struggles, through soliciting input from co-workers including director.
- Responding constructively to feedback with an open mind.
- Interacting, communicating, and collaborating with team members to support mission of WHL.
• Demonstrating behavior that shows he/she is striving to maintain a positive environment by role modeling appropriate language and using respectful social skills.
• Participates in staff meetings.
• Completes clerical assignments such as faxing, copying programming materials, stocking packets/forms, typing documents in Word and updating Excel spreadsheets.
• Supports staff and director in making decisions.
• Ability to set boundaries with co-workers and clients.
• Laundering agency linen and miscellaneous items as needed.
• Keeps co-workers informed of all appropriate developments.
• Assists in food preparation, and household cleaning duties as needed.

Attendance:
• Adheres to attendance and absence policies.
• Punctual in reporting for work and shift change reports.
• Participates in rotational and/or off-shift schedules, including a holiday rotation schedule, as applicable.
• Is willing to work additional hours/off-shift as needed.

Qualifications
High school diploma or GED. Successfully complete a background study. Knowledge of Rule 31 9530.6405 to 9530.6505, and Minnesota Statutes, sections 245A.04, 245A.65, 626.556, and 626.557 and willingness to understand, learn, and carryout regulations with integrity. Free of chemical use problems for at least one year immediately preceding hire date and sign statement attesting to that fact. Must be eighteen years old. CPR and 1st Aid certified or willing to participate in courses provided by WHL. Must have valid MN driver’s license and acceptable driving record. Proficient working knowledge of Microsoft Office and internet research. Physical ability to perform the responsibilities of the position which include, bending, stooping, sitting, walking, and lifting at least 30 pounds.

Preferred qualifications
Previous experience in human services and/or healthcare environment as related to position responsibilities. Direct client care experience with chemical dependency treatment and rehabilitation.

This position description is not conclusive nor are they to be construed as restrictive in so far being assigned other duties commensurable with the position of CD Technician.