

# SITKA COUNSELING & PREVENTION SERVICES, INC.

## JOB DESCRIPTION

<b>Title:</b> Direct Support Provider	<b>Classification:</b> <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>Supervised by:</b> Program Manager	<b>Status:</b> <input type="checkbox"/> Introductory <input type="checkbox"/> Regular Full-Time
<b>Department /Program:</b> Res./ HL/ FC	<input type="checkbox"/> Regular Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent
<b>Salary Grade</b> 3	<b>Salary Range:</b> \$ 33,280 – 44,470
<b>Positions Supervised:</b> None	

### Position Summary:

The Direct Support Provider assists in the operations of the program, provides support to the clients, supervises client activities, and assists clients in acquiring/maintaining healthy daily living skills

### Credentials, Experience, & Skills:

High School Graduate; 21 years of age or older; Alaska Counselor Technician certification; Six months experience in mental health/addiction treatment; Working knowledge of mental health/addiction recovery principles; Ability to communicate effectively with a multi-cultural population; Willingness to work toward Alaska CDC-I/ BHC I certification

### Essential Functions:

- Assists in developing and implementing individualized treatment plans to assist clients in acquiring/maintaining healthy living skills
- Orients clients to the treatment program and program expectations
- Implements treatment activities and supervises client participation
- Participates in weekly treatment team/all staff treatment team meetings to provide and/or acquire input into client progress, development of treatment plans, referral needs, and continuing care plans
- Identifies client needs outside the scope of the treatment environment and assists in completing appropriate referrals
- Identifies and appropriately respond to clients in crises
- Documents clinical progress and client-related information in accordance state and federal regulations
- Conducts client breathalyzer/urinalysis tests as needed
- Co-facilitates group sessions and recovery education groups focused on facilitating healthy daily living skills
- Assists clients in gaining life skills (meal planning, meal preparation, grocery shopping, monitoring chore completion, etc)
- Reinforces client's recovery oriented behavior and monitors/confronts inappropriate client behavior offering problem solving solutions
- Provides positive role modeling to client population and remains available to clients throughout each shift
- Assists with administrative tasks, facility maintenance, and transportation of clients to/from appointments as assigned
- Maintains agency vehicle in good working condition (gas, schedule oil changes, etc)
- Adheres to guidelines in the Client Manual regarding client behavior and activities
- Maintains safety and security of clients and facility
- Attends and participates in weekly supervision with supervisor
- Completes an individual training plan with supervisor and works toward educational/experiential requirements to achieve CDC I certification (on-the-job training, job specific workshops, and seminars)

### Residential

- Maintains inventory of household supplies and orders additional items as needed
- Oversees food stamp allocation, food commodities program, donations, and assigns rotating chores weekly

- Monitors client’s support group attendance, compliance with house rules, and conducts room/house inspections as assigned

**Other Functions:**

- Participates in fundraising activities as assigned
- Other duties as assigned by supervisor
- Participates in agency staff meetings and team building events
- Adheres to agency client confidentiality policy and ethical code
- Adheres to established agency policies and procedures

**Special Requirements:**

TB Clearance, Criminal Background Check, Alaska Driver’s License, First Aid/CPR certification, Computer literacy, Able to document 2 years of continuous abstinence if in recovery

**Mental Demands:**

Knowledge of and ability to utilize conflict resolution skills with staff and client population, proficient oral and written communication skills, ability to complete and present comprehensive written evaluative reports, ability to apply sound judgment under stress, ability to work with a multi-cultural clinical population, ability to multi-task, ability to work efficiently under time demands.

**Physical Demands:**

This position consists of light work (exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently) as well as consistent attendance, stair climbing, bending, writing, reaching, sitting for prolonged periods of time, driving, walking, reading, seeing, keyboarding, listening for prolonged periods of time, and ability to operate a computer

**The above statements are intended to describe the general nature and level of the work being performed by people assigned to this job. They are not an exhaustive list of all duties and responsibilities associated with it.**

**I attest to the fact I am sound physically and emotionally to meet the requirements of my job duties.**

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**Employee Signature**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Supervisor Signature**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Executive Director Signature**

\_\_\_\_\_

**Date**