



FAIRBANKS NATIVE ASSOCIATION, INC

Job Description

Job Title: Residential Aide
PCN: S203
Level: Support Level 2, Experienced Support
Status: Non-Exempt
Position Reports to: Residential Coordinator (Graf & NL) or Clinical Coordinator (RPC & Long House) or Program Director (WCCIH)

"This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice. FNA is an at-will employer."

Job Summary: This position functions as a part of the clinical team in a culturally sensitive client residential treatment facility in the provision of rehabilitation services to clients who are experiencing emotional and behavioral complications and addictive disorders.

Essential Functions:

Provides guidance, crisis intervention, motivational counseling and ensures program policy and procedure is followed.

Completes documentation in accordance with established standards, and incident reports and other data in an accurate and timely manner.

Assists with new client orientation to the treatment program.

Receives incoming calls, takes and delivers accurate messages while maintaining client confidentiality during shifts with no clerical coverage.

Facilitates non-clinical activities to include educational, cultural, recreational and social activities.

May conduct crisis counseling, motivational counseling and instructional groups within their knowledge, skills and abilities.

Conducts room and person searches as instructed as needed.

Collects urinalysis specimens as assigned as needed.

Transports and supervises clients on activities, field trips, and recreational outings, and appointments following vehicle operation and safety procedures as needed.

Cleans up dishes, pots and pans, and work areas after meals, and may, if needed, prepare meals when the Cook is not on duty.

Attends staff meetings, training meetings and in-service meetings.

Maintains CPR/First Aid and Mandt training on a yearly basis.

The incumbent of this position must work well under pressure, meeting multiple and conflicting deadlines. The incumbent shall at all times demonstrate cooperative behavior with colleagues, supervisors and clients.

Performs other job-related duties as assigned.

Specifications:

Qualifications:

High School diploma or GED.

Associate's degree in human services or related field preferred.

Minimum of one-year experience providing direct client care to culturally diverse clients experiencing emotional and behavioral difficulties preferred.

Current CPR and First Aid certification or ability to obtain CPR and First Aid certification within thirty (30) days of hire.

Average communication and interpersonal skills with the ability to accurately follow written and verbal instructions.

Continued employment status (post job offer) will be contingent upon employee providing certification of tuberculosis screening and medical certification that employee does not, because of infectious or communicable disease, pose a direct threat or significant risk to the health and safety of program participants or others in the workplace.

Continued employment status will be contingent upon satisfactory completion of a criminal background investigation and the pre-employment drug testing process.

Driving Requirements:

This position will (or may) require you to frequently (or incidentally) drive a FNA-owned vehicle. Per FNA's automotive insurance policy, in order to drive a FNA-owned vehicle, an individual must be at least 21 years of age. In order to drive a FNA-owned vehicle with clients in the vehicle, an individual must be at least 25 years of age. Clients may only be transported in FNA-owned vehicles and may not be transported by an employee in a personal vehicle.

This position requires eligibility for FNA automotive insurance as demonstrated by a current Alaska Driver's License and a current driving history.

Physical Demands:

This position corresponds to light work involving physical exertion of 20-50 lbs. of force occasionally, and walking, standing, and climbing stairs to a significant degree. This position involves the ability to actively participate in recreational/physical activity, such as basketball, hiking, camping, running, exercises and other related activities.

Working Conditions:

Works in an environment where protection of client confidentiality is essential.

This position involves occasional work outside the building, which may include sudden temperature change and intermittent exposure to extreme weather conditions.

Irregular and weekend schedules. Ability to work flexible days and hours, inclusive of weekends. Position is set up on a rotating schedule.

Contacts:

Position is in contact with clients admitted to facility for treatment. Involves frequent contact with clients suffering emotional and behavioral difficulties.

Contacts include members of treatment staff and other program staff.

Contacts may be made with family members of client admitted to treatment facility and may be sensitive in nature.

I, _____, have received, reviewed and completely (Please print name) understand the entire contents of this job description.	
_____ Signature of Employee	_____ Date
_____ Signature of Supervisor	_____ Date