

**EVERGREEN YOUTH RECOVERY HOUSE
JOB DESCRIPTION**

JOB TITLE: On-Call Chemical Dependency Technician, Evergreen Youth Recovery House

SUPERVISOR: Program Director, Evergreen Youth Recovery House

SUMMARY: Responsible for supervision of residents at the Evergreen Youth Recovery House and assisting in case management services to youth, ages 14 through 18. This position requires the use of visual and auditory skills approximately 95% of the time. This position requires the ability to drive agency vehicles.

DUTIES:

1. Provide supervision to residents primarily during evening, overnight and weekend hours.
2. Assist with household maintenance and supervise residents in completing duties including meal preparation, recreation, cleaning, and yard/grounds upkeep.
3. Assist youth to learn the skills necessary for independent living as adults including employment, education, and basic living skills.
4. Provide transportation to youth as needed using agency vehicles.
5. Assist with office tasks including answering the telephone, record keeping, and other administrative duties.
6. Conduct activities related to compliance with federal and state laws related to mandated reporting, DHS licensing and the Data Privacy Act.
7. Provide Program Director and/or LADC with client information on a daily basis.
8. Maintain up-to-date client records and gather/record other program data.
9. Participate in training required for program licensing.
10. Other duties as assigned by supervisor.

QUALIFICATIONS:

1. Prefer individuals with 2 years of college or equivalent work experience, and/or a minimum of one year of direct service with youth and their families.
2. Must be 21 years of age (pursuant to state program licensing requirements).
3. If not current in certification, must complete CPR/First Aid training within 60 days of hiring.
4. Must have a working knowledge of boundaries and structured interaction with adolescents.
5. Prefer individuals who have an understanding of addiction and recovery issues.
6. Prefer person with previous experience working with youth and families from diverse backgrounds.
7. Must be able to work flexible work schedule including evenings, nights and/or weekends.
8. Must have two years of freedom from chemical use problems and must maintain freedom from chemical use problems during the full period of employment
9. Must have valid drivers license and valid vehicle insurance if you use your own vehicle for work-related transportation. Or, must have valid drivers license and be able to make appropriate alternative transportation arrangements for work-related appointments and meetings.
10. Must be a positive role model to youth, families and the community.
11. Must maintain agency and client confidentiality and abide by HIPAA the Data Privacy Act.
12. Successfully pass (and not be disqualified pursuant to) Minnesota's Applicant Background Study.
13. Successfully pass a drug/alcohol test.
14. Must have a current TB Mantoux Test or a physician's note stating that you can not be tested.

POSITIONS OPEN: We are hiring for on-call CD Techs. Shifts will be discussed with the Program Director and may include evening, weekend day, weekday shifts, or overnight shifts as needed.

TO APPLY: Please submit resume, 3 professional references, a copy of your driving record from the courthouse, and Evergreen's employment application, to: Evergreen House, P.O. Box 662, Bemidji, MN 56619, ATTN: Randy Walden, Human Resources Manager.. The employment application is available at www.evergreenhouse.org; please scroll to the bottom of the home page.

EQUAL OPPORTUNITY EMPLOYER/ADA

(Rev. of May 2006)