



**VOLUNTEERS OF AMERICA ALASKA  
MILIEU SPECIALIST  
POSITION DESCRIPTION**

**Position Title:** Milieu Specialist

**Reports To:** Residential Care Supervisor

**Objective**

The Milieu Specialist is a staff member who is primarily responsible for maintaining a safe and healthy environment for the residents at the ARCH facility. This includes maintaining all safety issues, timely administration of medication (and/or facilitation of health issues), and completion of all shift documentation. This job entails working closely and communicating with counselors, residential care assistants (RCA), and other Milieu Specialists to ensure that ARCH is an environment conducive to treatment.

**Essential Functions, Duties & Responsibilities**

***Behavior Management***

The Milieu Specialist provides interventions and behavioral management within program guidelines and under direction of the supervisory staff. The Milieu Specialist provides behavioral interventions to residents using such tools as setting clear boundaries and limits, enforcing program rules, the point system and implementing individual and group interventions under the guidance of supervisory staff. The Milieu Specialist provides crisis intervention services as needed, within program guidelines, and with the supervision from a member of the treatment team. This position is responsible for knowing and using the ARCH program point system, and for seeking supervision from supervisors in matters of crisis or other circumstances that do not fall within the normal program guidelines. Each Milieu Specialist will have the skills to use the social milieu to bring about healthy behavior changes in the clients. This position provides input to the treatment team regarding client behavior and critical incidents and maintains close communication with counselors and supervisors to ensure a therapeutic environment.

***Health and Safety***

The Milieu Specialist is responsible for maintaining a safe and healthy environment. The Milieu Specialist oversees clients self-administering medication and documents this process in the staff log and medication log. This position is responsible for facility management during assigned shifts. This includes having knowledge and skills for the maintenance and orderliness of the physical environment. The Milieu Specialist is responsible for maintaining the staff sight philosophy of the agency. She/he must remain on shift until they are relieved by staff and the mandatory staff client census (1:6) is established. The position is responsible for implementing emergency procedures when needed and conducting emergency drills as assigned, along with documenting the outcome of each drill they conduct.

### ***Program Implementation***

The Milieu Specialist helps organize and participates in educational, vocational, and recreational programming as directed. They may be assigned to facilitate groups, prepare or oversee preparation of meals for clients, supervise client chores and provide services in the school, provide support services such as transportation in a company vehicle when necessary and for following the procedure to facilitate urinalysis testing. Additionally, the Milieu Specialists are responsible for checking clients in and out of the ARCH facility conducting personal and room searches and are expected to participate in moderately physical activities with the clients (such as hikes, walks, etc).

### ***Case Management***

The Milieu Specialist may also assist with case management during the short-term absence (i.e. leave) or unavailability of a primary counselor with the approval of their supervisor and/or the Clinical Director.

### ***Documentation***

The Milieu Specialist is responsible for all required documentation and completes written client records and logs, per agency policy. The position is also responsible for the completion of group notes and the completion of Critical Incident Reports in accordance with agency deadlines.

### ***Other Duties***

The Milieu Specialist adheres to the NAADAC code of ethics as well as the code of conduct for this agency. Adherence to the federal regulations mandated by HIPAA and 42 CFR part 2, and confidentiality requirements is required as outlined in agency policies and procedures.

### **All other duties as assigned**

### **Knowledge, Skills and Abilities**

- High School Diploma/ G.E.D.
- Two years of relevant experience preferred
- Ability to make sound decisions based on information available.
- Excellent writing and communication skills
- Ability to work flexible hours (including days, evenings and weekend hours.)  
Ability to safely transport clients in agency's vehicle if required.
- Ability to participate in recreational activities; such as hikes, and/or indoor/outdoor events with clients.

### **Working Conditions**

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works in office areas. Interacts with staff, consultants, and outside vendors. May be subjected to interruptions throughout the workday.
- While performing the duties of this job the employee is frequently required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to lift up to 25 pounds. The vision requirement includes close vision; consistent sighting of clients.

**Acknowledgement**

*Every effort has been made to identify the essential functions of this position. However, this job description in no way states or implies that these are the only duties you may be required to perform. The omission of specific descriptions of duties does not exclude them from the position if the work is similar, related or can be considered essential to this position.*

*I have read and understand this job description and fully understand the requirements set forth herein. I accept the position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I further understand that my employment is at-will; that my employment may be terminated at-will by Volunteers of America Alaska or myself, with or without notice for any reason not expressly prohibited by law.*

\_\_\_\_\_  
Printed Name of Employee

\_\_\_\_\_  
Signature of Employee

Date: \_\_\_\_\_