



**VOLUNTEERS OF AMERICA ALASKA
RECOVERY COACH ASSISTANT- SET SCHEDULE
POSITION DESCRIPTION**

Position Title: Recovery Coach Assistant (RCA) – Set Schedule
Reports To: Residential Care Supervisor
Pay Range: \$14 - \$16 per hour/Part Time

Objective

The RCA is an entry-level staff member who provides adolescent care services under supervision at Volunteers of America- Alaska-, ARCH. Expectations regarding the quality of work are outlined in the following categories. This position has the potential to evolve in to a permanent position.

Essential Functions, Duties & Responsibilities

Behavioral Management

Develops a therapeutic relationship with agency clients through modeling of appropriate behaviors, demonstrating knowledge of the treatment modality, encouraging client's in the treatment process, and utilizing feedback. Maintains therapeutic and safe environment through consistent use of the ARCH point system and use of ARCH approved behavioral interventions. Provides services in the school or classroom as assigned. Assists in the preparation of meals as needed. Supervises client meals and chores. Transports client when necessary. Expected to facilitate/participate in recreational activities when they occur on shift to include hikes.

Health and Safety

Assists with, or is responsible for, facility management during assigned shifts. The RCA provides a secure and safe environment for clients, staff and visitors. Must remain on shift until relieved by next shift and the mandated staff client ratio is maintained (1:6). Implements safety protocols as needed. Assist with emergency drills by facilitating and modeling procedures for clients. Communicates with Recovery Coaches, Chemical Dependency Counselors, Mental Health Clinicians and Program Supervisors safety concerns regarding the clients and the facility.

Expectations

- Employees are able to return phone calls within a reasonable timeframe.
- Employees are willing to work weekends and evenings.

- Provides a schedule of availability that is a month ahead of time (Turned in by the 15th of every month for the following month) which aligns with ARCH's scheduled shifts: 12am-8am, 8am-4pm, and 4pm-12am and equals to a minimum of 32 hours a month (4 shifts)

Documentation

Completes all appropriate logs, records, and reports. May be responsible for completing group notes in groups during shifts in accordance to agency policy and procedures and Medicaid regulations.

Shifts

RCA – Set schedule is responsible for working Wednesday – Friday on the 8am – 4pm shift each week. If available, staff may work days and/or shifts that are not included in their weekly set schedule.

Other Duties

Maintains client confidentiality and safeguard client information as per Federal Regulations HIPAA and 42 CFR part 2. Prepares urinalysis samples and completes forms for delivery to the laboratory. The RCA may conduct groups as assigned by the Residential Care Supervisor and/or Clinical Director.

Performs other duties as assigned.

Knowledge, Skills and Abilities

- High School Diploma/ G.E.D.
- Proven ability to work with diverse community groups
- Ability to make sound decisions based on information available.
- Ability to work flexible hours (including days, evenings and some weekend hours.) Ability to safely transport clients in agency's vehicle if required.

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: _____