

POSITION DESCRIPTION

Job Title: Recovery Mentor	Intertribal Wellness Center
Immed. Supv. Clinical Manager	Hours/Week: As Assigned

JOB SUMMARY

Definition: Responsible for working with the treatment team in ensuring that the treatment facility and mileau remains a safe, secure, alcohol and drug free environment. Coordinates with clinical staff to ensure that all therapeutic objectives identified by the team are followed through with in terms of health and safety concerns.

Position Performance Requirements:

***Security, Health and Safety concerns:**

Will have the responsibility to ensure that the facility is secure at all times, that residents are safe in all of their interactions within the facility and on the property. Will interact with all residents in a professional, respectful and helpful manner to assist them with their assigned recovery objectives.

***Team communications:**

Will ensure that all shift information is communicated to the clinical treatment team at the end of each shift to ensure that accuracy and follow through regarding resident concerns are addressed in a consistent and timely manner.

***Record-Keeping:**

The recovery mentor will be responsible for documenting all shift information regarding resident activity in a shift log that will be reviewed with clinical staff at the end of each shift. The documentation will focus primarily on security, safety, health and providing for a alcohol and drug free environment.

MINIMUM QUALIFICATIONS

Education: Prefer that a person have a working understanding of alcohol and drug addiction and recovery. If in recovery, require a minimum of 2 years of continuous abstinence. If acknowledged as not needing to be in recovery, the employee must have a full appreciation for recovery and be respectful of the need for an alcohol and drug free environment and lifestyle.

Experience: A minimum of one year of full time experience serving adults who have been affected by substance abuse or dependency or adults who are in a secure residential environment.

Knowledge, Skills & Abilities:

- Adequate knowledge of the recovery principals involved in the chemical dependency treatment.
- Establish and maintain effective relationships with residents.
- Ability to assess resident's progress toward achieving identified needs and goals.
- Exercise good judgment in evaluating situations and making decisions.

- Ability to communicate well both orally and in written documents.
- Good organization skills and ability for tracking regarding follow-up.
- Ability to work independently with minimal supervision.
- Must be highly self-motivated and pro-active in assuming workload needs of residents.
- Ability to work as a member of a team, both in-house, and in the community.
- Ability to represent the Wellness Center in a professional manner in the community.
- Must have reliable, insured vehicle and valid Drivers License.

Initial Employment:

Evaluations will be conducted by the Clinical Manager on an ongoing basis during the initial 6-month probationary period. Periodic performance reviews will be given, with an annual review conducted on a regular basis.

Salary will be based on Contract monies available, and qualifications of individual.