



## Evolve Residential JOB POSITION DESCRIPTION

EMPLOYEE NAME: \_\_\_\_\_ DATE OF HIRE: \_\_\_\_\_

<b>POSITION:</b>	Recovery Technician
<b>LOCATION:</b>	Evolve Residential, LLC.
<b>DEPARTMENT:</b>	Operations
<b>SUPERVISED BY:</b>	Director of Operations
<b>POSITION PURPOSE:</b>	
<p>The Recovery Technician is a vital member of the Evolve Residential System of Care. The Recovery Technician is under the supervision of the Director of Operations and is responsible for the complete care and well-being of the clients while they are treated at Evolve Residential, as well as record patient behavior, and provide a safe, supportive environment for the patients.</p>	
<b>POSITION REQUIREMENTS/QUALIFICATIONS</b>	
<b>1. EDUCATION:</b>	High School Diploma/GED Current (two years) of no felonies or substance abuse convictions.
<b>2. EXPERIENCE:</b>	Must have two-years of continuous sobriety prior to hire, if a recovering alcoholic or drug addict.
<b>3. LICENSURE/CERTIFICATION:</b>	CPR
<b>4. KNOWLEDGE AND TRAINING REQUIRED AT TIME OF HIRE:</b>	<p>Adhere to Confidentiality requirements as outlined in 42 CFR, Part 2.</p> <p>Must have the ability to interact with staff and patients in a professional manner.</p> <p>the ability to handle stressful and demanding situations, and exceptional communication skills</p> <p>Knowledge of addictions.</p> <p>Ability to interact with a multidisciplinary team to assist in facets of the recovery program relating to physical health.</p> <p>Knowledge of the 12-Step Recovery Program.</p> <p>Knowledge and competency in problem solving, stress management, ethics and team building.</p> <p>Knowledge of alcohol and other drugs that includes;</p> <ul style="list-style-type: none"> <li>o Alcohol and addictive drugs and their physical, emotional, intellectual, and spiritual impact on the individual.</li> </ul>



	<ul style="list-style-type: none"> <li>○ Alcohol and addictive drugs and their impact on the family.</li> <li>○ Ability to determine if a medical emergency exists and to take appropriate action, when necessary.</li> <li>○ Knowledge of emergency procedures used in case of alcohol and/or drug overdose.</li> <li>○ Knowledge of CPR.</li> <li>○ Knowledge of Federal, State and Municipal laws and/or regulations that regulate the treatment of alcoholism and drug addiction, including:             <ul style="list-style-type: none"> <li>▪ Confidentiality</li> <li>▪ Patient Rights</li> <li>▪ Professional Code of Ethics</li> <li>▪ Discrimination</li> </ul> </li> <li>○ Flexibility to adapt to schedule changes and assumption of responsibilities not delineated in the job description which are related to work as a member of an addiction treatment team.</li> </ul>
<b>5. AGE SPECIFIC INDIVIDUALS SERVED/ RESPONSIBILITY:</b>	Adults
<b>SPECIFIC AREAS OF RESPONSIBILITY TO POSITION</b>	
<ol style="list-style-type: none"> <li>1. Demonstrates adaptability and flexibility to changes in the work environment.</li> <li>2. Follows Infection guidelines at all times.</li> <li>3. Completes and forwards copies of Incident Reports and any other staff/risk issues immediately to the Director/Assistant Director of Operations.</li> <li>4. Attend all Evolve Residential staff meetings and attend all mandatory In-services.</li> <li>5. Provide a safe therapeutic environment for clients and staff.</li> <li>6. Provides supervision of self-administered medications.</li> <li>7. Oversee implementation of daily/weekly structure for community housing clients. Maintain a positive working relationship with ERes staff and consumers alike.</li> <li>8. Reports personal symptoms of suspected illness or contagious diseases to the Director of Operations.</li> <li>9. Monitor and observe client's behavior with documentation and count and keep track of all clients with documentation.</li> <li>10. End of shift reporting to the Director of Operations via email.</li> <li>11. Answer calls on company phone while on shift.</li> </ol>	



12. Report any medical emergencies, elopements or ACA incidents to the Director of Operations immediately.
13. Transport clients to outside activities, food shopping, 12 step support groups, appointments, to and other facilities, using company vehicles.
14. Orientates new clients to the residential facility, completing a housing intake packet and ensuring all documents are signed.
15. Search new admissions belongings to ensure no contraband is brought into the facility, and all valuables and medications are secured.
16. Preparing residential areas for new clients, ensuring cleanliness.
17. To request and report any supplies needed at the residential facility to the Director of Operations.
18. Ensure that all houses are well maintained and thoroughly cleaned when necessary.
19. Follow ethical guidelines in accordance with the State of Maryland.
20. Keeping tech offices in a clean and neat order at all times.
21. Provide safety checks at houses and report any risks to the Director/Assistant Director of Operations.
22. Provide “random” searches of residential areas checking for contraband.
23. Monitor transitional living residential client’s curfews and that they are abiding to the rules.
24. Administer random urinalysis testing when needed.
25. Performs other duties assigned.

**CERTIFICATION OF RECEIPT AND UNDERSTANDING**

I hereby certify that I have reviewed a complete copy of my position description and workplace environment and understand my duties, responsibilities and workplace environment as described in the job description. I agree to perform the duties herein.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Signature & Title    Date