



Klamath Alcohol & Drug Abuse Inc.

***Human Resource Office
310 South 5th Street, Klamath Falls, OR 97601
(541) 882-7248
Fax Number: (541) 273-0250***



Open: 00/00/00

Close: 00/00/00

POSITION DESCRIPTION

POSITION: Residential Aide (On-call)

RESPONSIBLE TO: Residential Aide Supervisor/Assistant Residential Aide Supervisor

SALARY: GS-3 \$18,876 -- \$24,629 Annual/No Benefits
GS-4 \$20,764 -- \$27,092 Annual/No Benefits

Starting salary will be determined by funding, experience, and training level and normally is not above the first grade, mid-step range.

CLASSIFICATION: Non-Management, On-call, Part-time

LOCATION: KADA Inc. Youth Residential
121 Iowa Street
Klamath Falls, OR 97601

INTRODUCTION

The Residential Aide is responsible for the operation of the treatment programs urine drug collection, transportation, and errands, client sign up with the Oregon Health Plan and medication administration to residential clients.

MAJOR DUTIES & RESPONSIBILITIES

1. Accurately report incidents or any behavior that includes significance in the log book during your shift.
2. Act as back-up facilitator for groups as needed.
3. Administer prescription and PRN medications as scheduled.
4. Assist clients with preparation and operation of sweat lodge ceremony.

5. Assist clients with shopping and scheduled appointments.
6. Assist in the orientation and training of new staff regarding Residential Aide functions and procedures.
7. Assist in transportation of residential clients, adhering to all traffic and safety laws.
8. Communicate difficulties and or concerns regarding client behaviors to clinical staff as appropriate.
9. Complete intake and discharge procedure for clients entering or leaving the program.
10. Complete random room searches, documenting and confiscating all findings.
11. Complete shift chores.
12. Conduct pat down searches as deemed necessary by clinical staff.
13. Conduct urine collection procedures.
14. Enforce Wemble House Client Handbook rules and procedures at all times.
15. Prepare and serve meals and snacks as necessary.
16. Provide direct supervision of clients in a residential treatment setting and during off-site activities, including recreation.
17. Supervise client phone calls and visits.
18. Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledgeable in the aspects of Alcohol and Drug Programs.

Ability to work with Native American population.

Knowledge of the Klamath Tribes culture, preferred.

Ability to operate a computer with knowledge of various software programs.

Ability to communicate effectively, orally and in writing, with demonstrated ability to conduct public presentations.

Ability to relate well with a diverse group of people, including staff, the public, professional agencies and organizations.

Must be available to work all shifts at short notice and as scheduled.

Ability to conduct yourself in an ethically appropriate manner, keeping in mind the importance of client to staff boundaries.

Ability to de-escalate situations using therapeutic means of interaction.

Ability to compile information to aid clients in carrying out treatment objectives.

Knowledge of community agencies, treatment facilities and services.

Ability to maintain **strict confidentiality** of all records and information.

Ability to function effectively under pressure of time and/or demands of several tasks at once.

SUPERVISORY CONTROL

Work is performed under the administrative and technical supervision of the Residential Aide Supervisor and the Assistant Residential Aide Supervisor. Routine tasks are performed with limited supervision.

Employee performs daily assignments independently, resolving normal questions and problems according to established procedures and past experience and precedent. Unusual, new, or complex assignments which require deviation from past experience or precedents are discussed with supervisor; however, employee exercise initiative in researching answers and solving problems.

QUALIFICATIONS, EXPERIENCE, EDUCATION

- High School Diploma or equivalent, **REQUIRED.**
- Possession of a current, valid Oregon State Driver's License, reliable transportation, and telephone, **REQUIRED.**
- Must obtain or have the ability to obtain and Oregon Food Handlers Permit, **REQUIRED.**
- Skill in maintaining working relationships with other employees and the public.
- Ability to follow oral and written instructions.

- Must be responsible, dependable, and able to maintain confidentiality of information.
- Must submit to and clear an Alcohol/Drug Screen and a Criminal Records Background check.
- Must obtain or have the ability to obtain a current CPR and First Aid Certification; **REQUIRED**.
- Indian Preference will apply.

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not necessarily all inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit a Klamath Alcohol & Drug Abuse Inc. *Application for Employment* with all requirements and supporting documentation to:

Klamath Alcohol & Drug Abuse Inc.
ATTN: Human Resource
310 South 5th Street
Klamath Falls, OR 97601

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR KADA INC. POSITIONS.

Please Note: If requirements are not met, i.e. submission of a resume in lieu of a KADA Inc. Application, or not including a required certification or document, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with KADA Inc. Policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Indian Preference”.

Applications will not be returned.