

**FAIRVIEW RECOVERY SERVICES, INC.**  
**FAIRVIEW COMMUNITY RESIDENCE PROGRAM AIDE**

**MISSION STATEMENT:** Fairview Recovery Services helps people with the disease of alcoholism, chemical dependency, and co-occurring conditions live independent, healthy, and productive lives by providing a continuum of individualized services and care.

As a member of the Fairview Team and an integral part of a culturally diverse work environment, candidates must be able to promote and support the attitudes, behaviors, knowledge and skills necessary to work respectfully and effectively with each other as well as demonstrate the ability to address the needs of the racial and ethnic individuals FRS serves.

**DISTINGUISHING FEATURES OF THE POSITION:** The Community Residence Program Aide performance of important duties and liaison work with patients and public and private agencies so that the professional staff may devote more time to the complex and technical phases of their work. The work is performed in accordance with policies and procedures established by the agency. Program Staff will closely supervise work. The Community Residence Program Aide performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Assist the professional staff in services related to treatment such as social training, recreation, follow-up studies, etc.
- Conduct preliminary interviews with office visitors and may make field visits as assigned
- Makes necessary contacts to obtain referral data or other significant medical or psychiatric data
- Take incoming calls and, if possible, secures necessary information for transmittal to professional staff
- Explain agency policy and procedures in relation to personal data and substantiating documents
- Schedule and arrange appointments with professional staff
- Complete paperwork as assigned
- Provide evening and or weekend program coverage
- Supervise clients in maintenance and housekeeping activities
- Transport clients, as required, when other transportation is not available
- Maintain records of interviews, inquiries, complaints and appeals