

FAIRVIEW RECOVERY SERVICES, INC.
ADDICTIONS CRISIS CENTER 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: Program Aide work involves the performance of a variety of supportive duties that primarily assist professional staff in routine clinical and case management activities. Additional duties are directly related to overseeing and monitoring clients as it relates to the agency schedule and client responsibilities. Program Aides may work as a liaison with clients and community agencies so that the professional staff is able to devote more time to the complex and technical phases of their work. The Case Manager on duty closely supervises the work of the Program Aides.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- ÿ Assist the Case Managers with needed clinical paperwork that includes psych-socials, treatment plans, treatment plan reviews. Explain to clients extended care unit guidelines and responsibilities.
- ÿ Take incoming calls, document the contents of conversations with other community agencies and transfer this information to the clinical staff.
- ÿ Help the clinical staff by having clients sign required agency releases, monitor client phone calls to other agencies, and transport clients to various scheduled appointments and 12 step meetings.
- ÿ Oversee, monitor, and assist clients in maintenance and housekeeping duties as well as all client meals.
- ÿ Provide evening and weekend program coverage when needed.
- ÿ Assist staff with intakes of new clients; check client belongings, monitor client smoke breaks, enforce agency policies and procedures, and insure client remains in the primary care unit at all times.
- ÿ Follow instructions given by the clinical staff and complete any assigned agency task in a timely manner.
- ÿ Fill in “Clinical Logbook” with any important client or clinical information that occurs during the course of assigned shift.