

## **JOB DESCRIPTION**

### **RESIDENTIAL SUPPORT WORKER**

The Residential Support worker shall be responsible for the supervision of clients and report to the Program Director.

#### **Duties and Responsibilities:**

- Work with professional staff to assist in daily activities of clients.
- Make daily entries in shelter and client log books. Inform Senior Staff or Case Manager of any incidents.
- Enforce program and agency policies.
- Ability to work with various age groups(which include ages 12& up) and clients with various needs/backgrounds.
- Dispensing prescribed medication to clients and monitoring side effects
- Respond to emergencies while on duty and report to Senior Staff on duty.
- Report to next shift what occurred on your shift.
- Assist with the coordination of client services.
- Maintain a safe/secure environment with unscheduled rounds (fire alarm and security system).
- Ability to work some nights, weekends and holidays.
- Ability to work with various age groups and clients with various needs.
- Be willing to venture and extend self to assist others.
- Willingness to transport clients to appointments and or activities
- Demonstrate sensitivity to the issues and concerns of the populations served by the agency
- Be flexible for a wide range of tasks from the routine and predictable to the unique and unexpected.
- Regular attendance and punctuality expected

THESE DUTIES AND RESPONSIBILITIES ARE SUBJECT TO CHANGE AS DEEMED APPROPRIATE AND NECESSARY BY PROGRAM DIRECTORS AND SENIOR STAFF MEMBERS

#### **QUALIFICATIONS**

1. Social Services experience.
2. Knowledge of addiction/recovery process
3. Experience working in substance abuse treatment field
4. CADC certification, a plus
5. Valid New Jersey driver's license.
6. Minimum of High School Diploma, or GED.