

Cayuga Addiction Recovery Services  
Residential Program Unit  
Job Description

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Position Title: Residential Counselor/ Driver

FLSA Status: Non-exempt

Supervisor: Administrative Supervisor

Rate of Pay: \$10.25 an hour to start

Positions Supervised: None

Anticipated Hours: Tuesday through Saturday, 8am to 4pm (additional shifts as required)

Minimum Qualifications: One-year relevant experience, an associate's degree in a related field or a combination of experience and education and a valid NYS Driver's license with an acceptable driving record for the past 5 – 7 years

Desired Qualifications: Bachelor's degree, 3 years relevant experience and a valid NYS Driver's License, with a clean driving record for the past 5 – 7 years

Knowledge: An understanding of recovery principles, general principles and practices of vehicle operation and safe driving.

Skills: Excellent interpersonal skills, ability to multi-task, crisis intervention skills, ability to maintain healthy & appropriate treatment boundaries, utilization of computer for documentation and communication, ability to be a proactive team player, able to represent the agency well and basic vehicle maintenance skills: i.e.: oil change, tire pressure, changes a tire, etc

Key Tasks

1. Safely and professionally transport clients to and from various appointments
2. Perform a medication pass to the clients according to the established clinical procedures with an accuracy rate of 100%.
3. Maintain a safe, structured and confidential environment for the clients to include supervision and documentation of all activities and periodic facility inspections.
4. Challenge negative behaviors, actions and words from clients while reinforcing positive ones with a winsome and caring attitude and model.
5. Support the administration of the RSU with timely and accurate filing, prompt and courteous answering of phones and greeting of visitors, and efficient transportation of clients.
6. Work as a team with the RSU staff on informing of client issues and advising on programming and operational problems.

Additional Tasks & Responsibilities:

1. Conduct and/or monitor educational groups as assigned (day & evening shifts).
2. Perform periodic inspections of the facility and develop corrective action plans to address problems.
3. Supervise client activities including breaks, work assignments, recreational activities, and other activities.
4. Perform minor maintenance/cleaning
5. Prepare or assist in the preparation of meals.
6. Document activities in accordance with agency practices.
7. Supervise clients during activities off site.
8. Maintain confidentiality, as per agency practices and confidentiality law.
9. Perform support functions such as filing (primarily night shift), answering telephone calls, and greeting facility visitors.
10. Monitoring visitation sessions.
11. Planning and conducting special activities, as assigned.
12. Maintain vehicle and vehicle records/ accurately and in a timely manner
13. Maintain the cleanliness of company vehicles, both inside and out
14. Other duties as assigned.