



**New Directions[®]
Northwest Inc.**

Administrative Office
(541) 523-7400
Fax: (541) 523-4927
2100 Main Street, P.O. Box 1005
Baker City, OR 97814
www.newdirectionsnw.org

Chief Executive Officer: Shari Selander

New Directions for Positive Changes....

"Specializing in helping people with Alcohol, Drug, and Gambling Addictions, Mental Health, Developmental Disabilities and Prevention."

POSITION DESCRIPTION

Name: _____ Employment Status: **On-Call**
Program: **Elkhorn Adolescent Treatment Center** Exempt/Non-Exempt: **Non-Exempt**
Class Title: **Treatment Facilitator** Effective Date: _____

General Purpose: Responsible for supervising & teaching chemically dependent adolescents and their families.

Supervision Received: Works under the direct supervision of the Program Director or Program Supervisor

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Is responsible for supervising and monitoring the activities and behavior for up to twenty four male adolescent clients.
 - These activities will include, but are not limited to, behavior modification, teaching, role modeling, free time, recreation time, mealtime, clean-up time, schedule outings, transporting clients as needed.
- Will be responsible for monitoring U.A. procedures as needed or necessary as well as provide or assist in daily documentation of youth activities and behaviors.
- Dispense Medications per pre-authorized Doctors orders.
- Must be able to maintain the highest level of confidentiality.
- Communication with other adolescent program team members on a regular basis is a must.
- Meetings with the other team members and the employee's Supervisor are scheduled regularly, along with training as needed.
 - Some of these meetings may have to be scheduled on the employee's regularly scheduled day off and attendance is mandatory. However, we will make use of all resources in an attempt to accommodate the team members and the program's needs.
- Must become familiar with the Program's Policies and Procedures Manual.

PERIPHERAL DUTIES

There may also be other duties assigned by the Program Director and/or Clinical Supervisor or his/her designee.

MINIMUM REQUIREMENTS

Education and Experience: A minimum of a High School Diploma is preferred however, a GED is acceptable. Must have a valid Oregon Driver's License. May be required to drive the agency vehicles on a daily basis to and from recreational activities, doctor appointments, mental health visits and any other situation that calls for a staff member to drive our clients. Must interact amiably with co-workers, clients and outside contacts.

Residential Intake Coordinator:
(541) 406-4999 Fax: 541-523-9237

Baker House Adult Residential
(541) 523-6581 Fax: (541) 523-9237

Elkhorn Adolescent Residential
(541) 523-8320 Fax: (541) 523-8325

**Recovery Village Women &
Children Residential**
(541) 523-4049 Fax 541-523-4062

**New Directions Program at Powder
River Correctional Facility**
(541) 523-9894 Fax: 541-523-8067

**New Directions Behavioral Health
and Wellness**
(541) 523-3646 Fax:(541) 523-7602

Prevention Programs:
Substance Abuse
Mental Health Promotion and Prevention

Developmental Disabilities
(541) 523-8366 Fax: 541-523-4927

We are an equal opportunity provider and employer.

Necessary Knowledge, Skills and Abilities: Experience working with youth is preferred. The Hepatitis B Vaccination series is required. CPR/First Aid Certification is required annually.

TOOLS AND EQUIPMENT USED

A computer will be used on a daily basis; therefore, the employee must be computer literate on Microsoft Word. A VCR and Power Point Program and projector will also occasionally be used. A photocopy machine may be used.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing this job, the employee is regularly required to reach with and fully utilize their hands and arms. The employee is frequently required to stand, walk, talk and hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to twenty (20) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

Work shall be performed at the New Directions Residential Programs and New Directions Out Patient Services. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the employee to dress in a professional manner that meets the standards for professional employees in Baker County.

Note to Employee: *DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED OF THE SPECIFIC JOB REQUIREMENTS FOR THIS POSITION.*

Will you be able to perform the essential functions of this job, with or without reasonable accommodation?
_____ Yes _____ No

If no, please explain requirements: _____

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE EMPLOYER AND THE EMPLOYEE, AND IS SUBJECT TO CHANGE BY THE EMPLOYER AS THE NEEDS OF THE EMPLOYER AND REQUIREMENTS OF THE JOB CHANGE.

Employee's Signature

Supervisor's Signature

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