



**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: **F/T Regular (Swing)**

Program: **Recovery Village** Exempt/Non-Exempt: **Non-Exempt**

Class Title: **Treatment Facilitator** Effective Date: **2018**

General Purpose: To perform duties of Treatment Facilitator for the Adult Residential Treatment Program primarily during day shift and swing at Recovery Village. Occasional participation in coverage of other shifts may be required.

Supervision Received: Weekly staff meetings and bi-weekly one-on-one meetings.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for the safety & security of clients and their children during your shift.
- Monitor medication, urinalysis and intakes.
- Filing as assigned.
- Supervise and support women and children.
- Coordinate outside meetings and organize list for churches, contact churches for rides.
- Call in medications to the pharmacy for refills; monitor and help with meals as needed.
- Monitor chores; transport for appointments.
- Must be available to continue your shift if your replacement is late or does not come in at all. Please notify your Program Director or the counselor in charge either by Text or phone of your need to cover.
- Any other duties as assigned.

PERIPHERAL DUTIES

Answer telephones; safety checks; room searches; attend weekly staff meetings; perform other duties as assigned.

MINIMUM REQUIREMENTS

A minimum of a High School Diploma is preferred however, a GED is acceptable; alcohol and drug experience desired; current CPR and First Aid Certification; valid Oregon driver license desired but not required; ability to work amiably and co-operatively with coworkers and outside contacts.

TOOLS AND EQUIPMENT USED

Computer, telephone, Dictaphone.

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

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 five (25) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

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 at all times.

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?
Please initial one _____ 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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