
Job Description

Job Title: S.T.A.R. House Recovery Assistant

Reports to: Director

Summary The Recovery Assistant provides oversight of the individual's residing in the STAR House. Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Works in conjunction with the facility and its mission of providing a safe, drug and alcohol free environment in which residents can work on their recovery.
- Will assist in the liaison relationship between the community and the facility and will inform Director of S.T.A.R. House of any issues to be addressed. Will work in conjunction with Director to market the facility's services to current and potential community referral entities.
- Actively participates in residents intake, discharge and care plan development.
- Will assist residents in navigating other community service and support systems, i.e. legal, JFS, AA/NA, treatment agencies, etc.
- Will assist residents with permanent housing and employment as they ready to transition from the facility.
- Responsible for room and safety checks
- Provide assistance aimed at supporting community functioning and independence, i.e. shopping, laundry, budgeting, using public transportation and meeting attendance.
- Provide supportive services during times of resident relapse/crisis.
- Assures that all residents adhere to program and policy requirements and will routinely log outcomes and participation.
- Maintains a team approach through communication, documentation, following policies and planning with facility staff. Will participate in assigned training and team development meetings.
- Participates in weekly S.T.A.R. House meetings.
- Will work closely with community mental health and addictions staff and court staff to promote high quality and effective services by strategizing and promoting communication and cooperation.
- Maintains professional and technical knowledge by attending educational workshops, meetings and conferences.
- Will provide one-on-one assistance to connect homeless, recently released offenders, emancipating foster youth, and others impacted by SUD with shelter, food, and services needed to reintegrate into life, parenting, and work.

Minimum Requirements

- Willing to work holidays, weekends and all shifts.
 - Valid driver's license.
 - Able to pass a drug screen.
 - Willing to undergo a background check in accordance with local laws and regulations.
- Supervisor Responsibility:

There are no supervisory responsibilities with this position.

Qualifications

To perform this successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and/or skill required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Education and/or Experience:

High School Diploma or GED. Experience in Security and/or Criminal Justice preferred. An understanding of recovery and recovery based programming with chemical dependency is helpful.

Language Skills:

Ability to read, analyze and interpret correspondence from referral sources and other service providers. Ability to correspond professionally with external agencies. Ability to adequately log and document resident outcomes and daily activities. Ability to effectively communicate with S.T.A.R. House Director and staff.

Mathematical Skills:

Ability to apply basic mathematical operations to such tasks as average length of stay, frequency of events/appointments, rent or other similar calculations, staff hour scheduling and leave reports, referral reports and other similar communications.

Reasoning Ability:

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in written, mathematical or diagram form and deal with several abstract and concrete functions.

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 the duties of this job, the employee is regularly required to sit; use hand to finger; handle, or feel; and talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision requirements of this job include close vision, distance vision, peripheral vision, depth perception and 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 essential functions.

The noise level in the work environment is usually moderate. Will be working in a facility environment with multiple individuals; should be aware of proper food preparation and storage, safety and health issues, prevention and intervention with insects (i.e. bedbugs).

Job Type: Part-Time

Interested parties submit resume to Shannan.byers@shelbycountysheriff.com