**THE HILLS: RESIDENTIAL TECHNICIAN**

**Job Summary**

Seeking Residential Technicians for an adult substance abuse treatment center in the Hollywood Hills. Our facility serves clients undergoing treatment for substance and alcohol abuse. Ideal candidates must possess strong written and oral communication skills, experience in a residential setting (preferred), ability to effectively communicate with a diverse group of adults and their families.

We offer excellent benefits, a positive work environment and the chance to get away from the day to day mundane. If working with people is your niche, then we want you to join our team! Please read below for qualification guidelines and feel free to email us further for inquiry on the job duties and responsibilities.

*\*\*\*****Must*** *be a Certified Alcohol/Drug Counselor with a current RADT-1 certification\*\*\**

**Available Shifts:**

* Shift #1: Monday - Friday **6:45PM-3:15PM** (3 positions available)
* Shift #2 Monday - Friday **2:45PM-11:15PM** (2 positions available)
* Shift #3: Tuesday-Saturday 10:45pm-7:15AM (1 position available)
* Shift #4: Saturday- Sunday (**6:45PM-3:15PM**), Monday **(2:45PM-11:15PM**) Tuesday-Wednesday (**6:45PM-3:15PM**) (1 position available)
* Shift #5: Saturday-Sunday **7AM-7PM** (1 position available)
* Shift #6: Saturday-Sunday **11AM-11PM** (1 position available)
* Shift #7: Saturday & Tuesday **2:45PM-11:15PM**

**Responsibilities include but are not limited to the following**:

**Shift Briefing:** Upon arrival, shift briefing by the previous Residential Technicians on shift to review the clients’ behavior in the previous shift. Alarming issues, upcoming appointments, and any pertinent information must be communicated during the shift exchange.

**Group Facilitation:** Facilitate the groups for clients and complete group notes. Support clinicians and educator in monitoring group therapy sessions and activities.

**Light Housekeeping:** Ensure the facility is neat and tidy at all times. Light housekeeping duties include tidying up, light laundry, trash cans emptied, dishes washed, floor swept, organizing closets, wiping counter tops, etc.

**Medication:** Medication observation and management during scheduled hours. Medications must be logged into the KIPU EMR system and any usual behaviors must be reported to the RN immediately.

**IMS Duties:** Conducts UA drug screen collection and processing as scheduled. Conducts vitals for all residents several times per shift, including 30-minute vitals checks on clients undergoing detox.

**Facility/Room Searches:** Conduct thorough room and facility searches once per shift to ensure clients’ safety. Immediately report any concerning items found to Residential Technician Supervisor.

**Client Admissions:** Ensuring clients are signing all intake documents and completing their intake inventory.

**Client Observation:** You will be responsible for maintaining line-of-sight for all clients at all times and reporting unusual behavior to the Residential Technician Supervisor. You will be responsible for carrying a company flip-phone on you at all times in order to be reachable by administration or staff.

**Training:** Routinely completes ongoing training while on shift through the Relias platform.

**Notes:** You will be responsible for writing daily shift notes for each client to include the client’s day-to-day activities, usual behaviors, and any other pertinent information. Notes must be submitted before the end of your shift.

**Driving:** Must maintain clean driving record as the Residential Technician will be required to transport clients to and from appointments and outings. Ensures vehicle is in proper working order at all times and reports any issues to Office Manager

**Mealtimes:** Supervise clients during meal periods, ensuring clients are completing their chores.

**Other Duties:** Assist in daily operations and other operational and administrative duties as needed.

**Additional requirements prior to employment:**

**CPR/1st Aid:** You will need to have current CPR/1st Aid on file.

**Health Screen/TB:** If you haven't had a pre-employment health screen and TB test within the past 12 months, you will be required to provide documentation of both prior to employment.

**Drug Screen:** Must be able to pass a pre-employment drug screen. We are a drug free workplace!

**Physical Demands:** – Frequently required to sit; walk, bend, reach, and occasionally lift and/or move up to 15 pounds

**\*\*\*Background check is required prior to employment\*\*\***

**Minimum requirements:**

* First aid and CPR certification
* High school diploma or equivalent
* Must have current CDL and current car insurance
* Excellent verbal and written communication skills
* Basic Computer skills i.e. internet, email, and Word
* Must be registered as RAD-T 1 (Registered Alcohol and Drug Technicians)

Job Types: Full-time, Part-time

Pay: $20.00 per hour