**TARP Coordinator Job Duties**

**Job duties include but are not limited to the below; as special tasks could be assigned.**

* Assessment (DOT & NON-DOT), referral to treatment program, case management, BTW meetings for union members, visit clients while in treatment;
* Monitor/Attend the Family Alumni Support Groups; ( 2 evenings per month);
* Conduct quarterly follow up calls for all clients in caseload to offer support;
* Provide support and problem solving in day-to-day clinical operations;
* Prepare presentations for workshops/seminars and conduct Supervisor Trainings & Employee Orientations;
* Represent TARP at various functions – (may require overnight stay at Hotel at company expense);
* General office duties; filing, purchase office supplies, copies, etc.;
* Submitting claims/follow-up w/OON issues;
* Maintain the client database, generate quarterly and annual reports.
* Marketing as appropriate.

The successful candidate will be required to:

Travel up to 3 days per week (setting your own schedule) – as an example this could be traveling from your home/office to Bakersfield to conduct an assessment and return. Re-imbursed on monthly basis at the current IRS rate.

Maintain personal automobile liability coverage of:

\_ 300,000 per person and 500,000 per accident for bodily injury, and

\_ 100,000 per accident for property damage.

Pass a full Background check.

Certifications/Qualifications – candidate must possess either a CADC or NCAC certification and be willing to secure a DOT-SAP (Substance Abuse Professional) Qualification.

**Benefits Package**

TARP staff report to a Board of Directors and serve at the pleasure of said directors. TARP staff are covered under a Collective Bargaining agreement through Teamsters.

**TARP offers a highly competitive compensation package that includes;**

**Health & Welfare** (10% co-pay by employee as of this CBA), **Union Dues**: Initial Fee and monthly dues (2.5 times hourly rate); **Pension**: Employer contributions monthly split between the Western Conference Pension Fund and Supplemental Income Plan; **Life Insurance/Long Term Disability**: Employer pays for this benefit at no cost to employee. **Sick Leave**: Employee earns 10 hours of per month and caps at three months (528 hours); **Holiday**: 12 paid days, **Vacation**: Earn 6.67 hours per month year 1 to 4; 10 hours per month from years 4 to 9; with subsequent changes based on further years of service. **Credential Dues/Education/Conferences:** TARP covers the cost to maintain required credentials (i.e.., NCAC, CADC, SAP), this includes conferences, on-line education, annual dues and re-certification fees. **Expense Reimbursement:** TARP reimburses employees for all mileage that is directly related to client care or management union relations at the current IRS rate. Also reimbursed are expenses for food/hotels when required. **Jury Duty/Bereavement Leave.**