
THE COMOX VALLEY TRANSITION SOCIETY

JOB DESCRIPTION

Job Title:	Residential Recovery Support Worker
Status:	Union
Benchmark:	Integrated Adult, Youth and/or Child Worker and Residence Worker
Grid:	11, JJEJ Wage Grid

Summary:

Under the supervision of the Program Coordinator, Works with clients to develop and implement holistic recovery plans and goals . Plans and implements individual and group recovery, activities which assist women in meeting their goals, including the development of life and coping skills, community connections, relapse prevention and engagement in healthy leisure and recreational activities. Ensures the safety and cleanliness of the house.

A. General

- Maintains current knowledge of and complies with Comox Valley Transition Society Vision, Mission and Values, policies, procedures, standards of practice and service philosophy.
- Maintains privacy and confidentiality of information gained as a result of employment with CVTS.
- Participates in professional development and training opportunities, attends agency and team meetings regularly.

Client Work

- Works to make women feel welcome and oriented to the facility; assists them to settle in and addresses immediate needs.
- Monitors and works to maintain the physical and emotional safety and comfort of residents; helps to ensure Rights and Responsibilities are met; facilitates conflict resolution between clients.
- Plans and facilitates structured group and individual recovery programming which enhances clients Psychological, Social, Physical, Cultural and Spiritual well-being according to the individual client recovery goals.
- Teaches and assists clients in developing life skills such as: communal living; problem solving; communication; relapse prevention; coping skills; boundary setting; healthy nutrition; stress management; harm reductions; parenting; healthy relationships.
- Contributes to intake summary reports, progress summary reports, safe discharge planning, discharge summary.
- Accompanies and/or transports clients to outside services or activities.
- Ensures that the necessary equipment is in place and that program guidelines and policies are adhered to.
- Participates in transition and after care planning for clients returning to community and provides follow-up support.
- Provides information and makes appropriate referrals to ancillary services provided by CVTS or in the community and acts as an advocate for the client when appropriate.
- Participates with clients in the activities of daily living including meal preparation and housekeeping.
- Medication Management
- Seeks feedback from clients on an ongoing basis and responds appropriately to address issues or needs.
- Performs other related duties as required.

THE COMOX VALLEY TRANSITION SOCIETY

C. Record Keeping

- Maintains accurate records on clients. Ensures that all required documentation is complete. Reports and discusses case planning, concerns and operational issues with supervisor and other program staff in a timely manner.
- .
- Records all incoming and outgoing phone calls.
- .

House Maintenance

- Maintains orderliness and cleanliness of house including light housekeeping such as vacuuming and washing floors, dusting, cleaning washrooms, laundry, collecting garbage and recycling.
- Familiarizes residents with chore list and ensures chores are completed. Assists residents who are injured or unable, as needed.
- Informs Program Coordinator of needed supplies and repairs in a timely manner.
- Performs cooking and food preparation as needed in the absence of the Cook.
- Cleans rooms after Residents are discharged.

Education and Experience

- Diploma in a related human / social services field.
- One-year relevant experience working in a residential setting
- One-year related experience providing support and program facilitation in the substance use recovery field.
- Or equivalent combination of training and experience in the substance use recovery field.

Attitude, Knowledge and Skills

- Supportive, hopeful, compassionate
- Culturally informed, responsive, and appropriate, demonstrates unconditional acceptance and positive regard
- Ability to establish clear boundaries and maintain and understand the limits of confidentiality
- Understanding of the diverse context and experience of women's lives.
- Be trauma informed – understanding the prevalence of trauma and violence in the lives of women.
- Ability to deal with seriously addicted and mentally ill clients and their families
- Practices' a Relational approach recognizing the importance of relationships for women and establishes trusting and respectful alliance, which is mutual, collaborative and individualized and reviewed regularly.
- Is client centered/led
- Sound understanding of the consequences of substance use for women including physiological, general health, family dynamics, parenting/mothering, interpersonal relationships, education and vocation, psychological, social, cultural and spiritual.
- Concurrent disorder capable
- Recovery specific knowledge in the following areas: Stages of change, Harm Reduction; Relapse Preventions; Motivational Interviewing; Cognitive Behavioral Therapy; Empowerment Model, Strength Based Model, 12 and 16 Step programs, Smart Recovery and Seeking Safety
- Extensive knowledge of community programs and resources
- Skilled in facilitating conflict resolution.
- Ability to work professionally, collaboratively respectfully and supportively with a wide range of internal and external partners, team, and stakeholders.
- Flexible about ideas and belief systems, values diversity
- Utilizes effective self-care strategies and is committed to personal health and wellness.

THE COMOX VALLEY TRANSITION SOCIETY

- Ability to observe and recognize behavior and/or health status changes in clients
- Ability to facilitate supportive and educational groups
- Excellent crisis assessment and intervention skills
- Ability to manage volunteer participation in program and activities
- Excellent written and verbal communication skills
- Ability to organize and prioritize own workload
- Ability to role model healthy lifestyle choices

G. Other Requirements:

- Valid Level I First Aid Certificate including CPR
- Food Safe
- Valid BC driver's license
- Relevant Criminal Record Clearance.

H. Working Conditions

- This position requires working in a stressful environment often dealing with clients in crisis situations which may relate to physical, emotional, mental, and/or sexual abuse, and substance use. Managing emergency situations is an ongoing expectation of this position.
- Positions are required to work outside normal office hours, with hours scheduled around the 24-hour clock and including weekends.
- Physical Demands: ability to perform housework, including moving furniture, and food preparation duties. Ability to lift small children or items of similar weight. Ability to assist clients who are injured, disabled or unwell.
- A moderate physical fitness level is a requirement of this position since direct delivery of services may involve walking, standing, kneeling, lifting, etc.