

## New England Aftercare Ministries

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| <b>Job Title:</b>        | <b>Recovery Home Specialist: Overnight Shift</b> |
| <b>Department/Group:</b> | Report to Director of Operations                 |
| <b>Location:</b>         | 18 Summit St Framingham MA                       |
| <b>Compensation:</b>     | TBD upon hire                                    |
| <b>Position Type:</b>    | Awake Overnight, Full Time                       |

### Job Description

#### ROLE AND RESPONSIBILITIES

##### Overnight Responsibilities

- Responsible for reporting of all shift activities via the Supervisors Report Sheet.
- Oversees Chores by residents
- Replenish Supplies (food, paper goods, cleaning supplies)
- Update lists (bed list, lunches, chores, sign out sheet)
- Organize common areas/storage areas
- Prepare kits
- Assists in orientation of new residents with house rules and chore explanations
- Cleaning out discharged resident's items and ready new space for a new resident
- Completes maintenance and janitorial duties per House Manager or Program Director
- Responsible for overnight shift safety and security of the facilities/houses by means of at least six complete "rounds" of the facilities inside and outside.
- Administers scheduled and random drug testing of clients and reports results.
- Responsible for logging residents' medication.
- Provides crisis management, referral and supportive counsel as needed to clients.
- Receives and distributes house mail and returns UTF (Unable to Forward) 1<sup>st</sup> class mail
- Must attend at least one NEAM Staff meeting a month

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS

A High School Diploma/GED/Hi-Set. Knowledge or experience in routine facility maintenance. Must have reliable transportation and be available to work flexible hours.

Preferred: LADC/CADC or in process of acquiring

Preferred experience of 3 years in counseling or related field.

#### PREFERRED SKILLS

Successful candidate will demonstrate proficiency in utilizing interpersonal skills. Must be a team player, care about others, compassionate, have a strong work ethic with the ability to work independently and personable.

#### DESCRIPTION

THE BRIDGE HOUSE EXISTS AS A NON-PROFIT HALFWAY HOUSE, LICENSED BY THE COMMONWEALTH OF MASSACHUSETTS TO TREAT ADULT MEN OVER 18 YEARS OF AGE WHO HAVE SUBSTANCE ABUSE ISSUES. AS PART OF THE PROGRAM'S TREATMENT PROTOCOL, EDUCATION ABOUT ADDICTION, RELAPSE, PREVENTION AND HEALTHY LIFESTYLE PRINCIPLES ARE PROVIDED ALONG WITH REFERRALS TO A MULTITUDE OF COMMUNITY RESOURCES TO ENCOURAGE LONG TERM SOBRIETY.

