

Position Title: Residential Aide
Supervisor: Program Director
Program: Latino Services Program
Program Location: Madras, Oregon
Employment Status: Full Time
FLSA Classification: Non-Exempt, hourly
Salary/Wage: \$15.00 - \$19.68/hour DOE

Summary: Primary duties include working clients and staff at our Residential programs to provide support and assistance services. Advocates for excellent patient care within BestCare Treatment Services Residential facility.

Job Relationships:

- Reports to: Residential Program Supervisor & Director
- Employees Supervised: None

Essential Functions and Responsibilities:

1. Work closely with other staff as a member of a treatment team
2. Complete initial intakes as requested by Intake Coordinator
3. Maintain cleanliness of the medication and all work areas
4. Work with the treatment team to maintain a healthy treatment milieu
5. Ensure the safety of clients by making rounds for bed checks and being aware of client locations at all times
6. Maintain accurate and confidential documentation in client files
7. Answer phones and complete filing
8. Transport residents to medical appointments, self-help groups, etc.
9. Perform cleaning duties as assigned
10. Other duties as assigned by the Program Supervisor or Director

Experience and Education Minimum Requirements:

1. Have the training, knowledge and or experience demonstrating competence in the treatment of the disease of addiction, including the management of withdrawal; client evaluations; motivational counseling techniques; and the taking and recording of vital signs.
2. Must possess an Oregon Driver's license and be able to obtain approval through our BestCare Driver's clearance process. Within six weeks of employment, must be currently certified or in the process of certification in first aid methods including cardiopulmonary resuscitation.
3. Bi-lingual Spanish/English - spoken & written required
4. For individuals recovering from the disease of alcoholism and or from other drug addiction, they must have maintained continuous sobriety for the immediate past two years at the time of hire.

Tools and Equipment used:

Blood pressure machines, digital and manual, computer, fax machine, copy machine and telephone.

Physical Demands:

The physical demands 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 the essential functions. While performing this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to stand, walk, and use hands to handle, feel or operate objects or controls.

The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl, and talk and hear. The employee must occasionally lift and/or move up to twenty (20) pounds. Specific vision abilities required by this job include close vision and the 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 the essential functions.

The position requires the employee to dress in a professional manner that meets the standards for professional employees in Central Oregon.

To Apply:

Please complete the application using the link below, and submit along with a cover letter, resume with personal email address for correspondence, any applicable licenses, certifications or degrees with transcripts, and contact information for three supervisory/professional references.

[Application for Employment – BestCare \(bestcaretreatment.org\)](http://bestcaretreatment.org)