



**California  
Human Development**

Creating opportunities for people to rise above barriers in their pursuit of better lives.

<b>PROGRAM/DEPARTMENT:</b> <b>Athena House</b>  <b>LOCATION:</b> Santa Rosa, CA	CHD is committed to implementation of an Affirmative Action Policy and the Americans with Disabilities Act in its recruitment selection and placement of all personnel.  CHD is an Equal Opportunity Employer
<b>JOB DESCRIPTION TITLE:</b> <b>Residential Treatment Assistant</b>	<b>POSITION STATUS:</b> <b>FLSA STAUS:</b> <b>Regular Full time</b> <b>Non Exempt</b>
<b>SALARY:</b> \$13.50 per hour	<b>Program Hours:</b> Varies

**PROGRAM DESCRIPTION:** CHD operates a residential treatment program and a transitional campus for women. Athena House at Stonehouse is long term residential treatment serving adult women, pregnant women and women with children who are addicted to drugs and/or alcohol. Both programs feature a safe, supportive environment in which women who are addicted to drugs and/or alcohol may recover and re-enter the mainstream of society, remain out of the criminal justice system and maintain continuous sobriety. Hope Village is a campus which provides sober supportive transitional housing for a continuum of care. One house is for women and a second house for women and children.

**SUMMARY:** The Residential Treatment Assistant position will be responsible to support a variety of program operations for the residential program and the SLE's.

**ESSENTIAL RESPONSIBILITIES AND DUTIES:** Under the supervision of the Program Director and Assistant Program Director, the Treatment Assistant will perform the following duties:

- A. Perform all weekly shopping required to support the programs.
- B. Work directly with Human Services case worker to enroll clients in GA, Medi-Cal, food stamps and cash aide.
- C. Ensure all clients are meeting their financial obligations by creating and maintaining client ledgers which reflect county costs and client payments.
- D. Transport clients to meetings and/or appointments when necessary.
- E. Conduct inventory of household needs & place costco orders.
- F. Create food list, weekly menus, and chore list.
- G. Participate in weekly staff meetings.
- H. Perform administrative tasks as assigned.
- I. Perform other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:** None

**KNOWLEDGE, SKILLS AND ABILITIES:**

**LANGUAGE SKILLS:**

- A. Bilingual in Spanish and English preferred but not required.

