



**California
Human Development**

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

PROGRAM/DEPARTMENT: Athena House LOCATION: 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
JOB DESCRIPTION TITLE: Residential Treatment Assistant	POSITION STATUS: FLSA STAUS: Regular Full Time Non Exempt
SALARY: \$13.50 per hour	Program Hours: 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 and Staples orders.
- F. Create food list, weekly menus, and chore list.
- G. Participate in weekly staff meetings.
- H. Perform administrative tasks as assigned.
- I. Actively participate in the safety program as the Safety Coordinator and provide meaningful suggestions for working safely.
- J. Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

None

KNOWLEDGE, SKILLS AND ABILITIES:

LANGUAGE SKILLS:

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

MATHEMATICAL SKILLS:

- A. Ability to use arithmetic skills normally applied in this position.

REASONING ABILITY:

- A. Establish and maintain productive relationships with participants, employers, management, and professionals from CHD and external agencies and the general public.
- B. Solve problems and resolve conflicts effectively.
- C. Maintain appropriate boundaries with clients and staff both on and off duty as defined by agency ethical codes.
- D. Use effective judgment in crisis situations.
- E. Follow-through on activities and responsibilities in a prompt and punctual manner.

QUALIFICATIONS:

EDUCATION:

- A. High School Diploma, GED or equivalent experience.

EXPERIENCE:

- A. Any combination of education and experience which has provided basic skills and knowledge necessary to perform the essential functions.
- B. Familiarity with the local community.

WORKING CONDITIONS:

PHYSICAL DEMANDS:

This position requires:

- Frequently: Sitting, Walking, Seeing, Hearing, Speaking, Standing, Bending, Lift up to 25 lbs, Carrying, Pushing/Pulling
- Occasionally: Stooping, Lift up to 40 lbs, Squatting, Kneeling
- Seldom: Climbing, Twisting

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work environment represents typical conditions that an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate. May have exposure to hazardous materials.

CERTIFICATES/LICENSES, ETC.:

- A. Valid California Driver's License.
- B. Proof of insurance on personal automobile.
- C. Satisfactory DMV driving record.
- D. Medical clearance and TB test required.
- E. This position is subject to a background check due to the nature of the duties. The results may or may not disqualify the employee for continued employment.

ACCEPTANCE and CERTIFICATION:

Upon acceptance of employment with CHD, I certify that I have read and understand the essential functions and all other aspects of the **Residential Treatment Assistant** position as outlined above.

Employee's Signature Date

Supervisor's Signature Date