



Treatment Assistant

J O B D E S C R I P T I O N

JOB INFORMATION

Approved Date:	7/25/2023 5:38:20 PM
Working Title:	Treatment Assistant
Job Family:	Treatment
Classification:	Treatment Assistant

ORGANIZATION

Department:	Human Services
Cost Center/Program:	1624 - Recovery Center - Detox/Triage Program
Exemption Status:	Non Exempt
Union:	Not Represented

JOB SUMMARY

Incumbents are responsible for providing responsible support work in the field of substance use disorder services and are primarily responsible for withdrawal management and intensive in-patient services. Incumbents are expected to be available to work all shifts and/or weekends for the 24-hour County Recovery Center.

Distinguishing Characteristics

This position is distinguished by experienced level activities related to the care and safety of patients with a substance use disorder residing at the residential facility for withdrawal management and intensive in-patient services.

The treatment assistant is an essential employee at Kitsap Recovery Center that is responsible for the 24-hour care of our clients. They work side-by-side with the clinical team to ensure the safety of our clients, and delivery of the highest quality care. This is a team orientated position that requires excellent communication skills. The treatment assistant must have a working knowledge of electronic health records, HIPAA and 42CFR part 2, Medicaid/Medicare fraud and abuse, de-escalation, bloodborne pathogens, trauma informed care, legal and ethical standards of care for a residential treatment facility, and excellent professional boundaries. The treatment assistant must be able to remain calm in a fast-paced environment, respond to emergencies if needed, and make rational policy-based decisions in a high stressed environment.

JOB FUNCTIONS

Essential Functions

Essential Function	% TIME
Provide treatment services in withdrawal management and intensive inpatient programs. Admit, monitor, and discharge patients from withdrawal management and intensive inpatient treatment program in compliance with proper procedures. Answer and return incoming calls from patients, hospitals, and other referring agencies. Verifies patient information by interviewing patients; reviewing and recording medical history; taking vital signs; confirming purpose of visit or treatment. Ensure patients are clinically cleared for treatment which may include seeking medical clearances prescribed by the doctor. Obtain signed consents, contracts and start documentation in accordance with all clinical and administrative audit requirements. Ensure all documentation is prepared correctly. Maintain logs and records on patient behavior, security checks, prescriptions provided to and taken by patients, etc. Ensure that patients are kept comfortable showing understanding and compassion. Directly interact with clients providing guidance, encouragement, and support in their treatment program. Maintains patient confidence by adhering to confidentiality, state, federal, and HIPAA laws and guidelines with regards to patient's records and to ensure that staff demonstrate respect for patient's right to privacy. Represents Kitsap Recovery Center in a professional manner	60%

Essential Functions

Essential Function	% TIME
while performing job duties with patients, and other staff members as evidenced by appropriate language, dress, and conduct. Adheres to Kitsap Recovery Center professional dress code. Wears Identification badge. Maintain a professional appearance within the facility (organize patient education materials and magazines, straighten up the facility, report any larger maintenance issues to administrative assistant for follow-up).	
Consult with the physician (or other health care provider) and assure orders for health care referrals and treatment plans for patient self-care are met. Assist in documenting patient medical/nursing problems and providing support in the delivery of patient care; ensures prescription orders and other ordered health care referrals are implemented and that individualized patient self-care treatment plans are met. Assist in documenting patient medical/nursing problems and implementing individualized self-care plans and provide support in the delivery of patient care. Supports patient care delivery by helping health care provider; preparing laboratory specimens; disposing of contaminated supplies; sterilizing medical instruments and equipment; notifying provider of any refills needed in a timely manner to prevent a lapse; telephoning prescriptions to pharmacies.	20%
Participates in the Performance Improvement Process. Maintains quality and efficiency standards as set by the immediate supervisor and makes recommendations for improvements. Review overall operational effectiveness and recommend and implement changes in priorities or scheduling strategies as needed. Identifies work-related problems with possible solutions and implements solution(s) when appropriate. Understand and comply with all Quality Assurance policies, immediately reporting any potential safety issues to management. Participate in treatment team meetings, audits of withdrawal management and intensive inpatient files.	10%
Perform other duties as assigned including but not limited to the following. Assistance with food service to patients, housekeeping and laundry duties as needed. Transport patients to appointments as needed. Observe urinalysis collection. Keeps medical and office equipment operating by following operating instructions and established procedures; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs.	10%

Required for All Jobs

<ul style="list-style-type: none"> Performs other duties as assigned Complies with all policies and standards

This Job is Essential

QUALIFICATIONS

Education			
Education Level	Education Details	Required/Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
1 year	One year of responsible health care support work experience.	Required	
6 months	experience or training in an alcohol or drug related field	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
Food Handlers Card		within 30 Days	Required	
First Aid Certification		within 90 Days	Required	

Equivalency

Equivalent combination of related experience and related education demonstrating required knowledge, skills, and abilities to perform the job.

Any other duties assigned by the employing official to ensure smooth operations and patient care and safety.	Required

Knowledge, Skills and Abilities

KSAs	
Appear for scheduled work and complete assigned tasks within a reasonable period of time.	
Establish and maintain effective working relationships with others using tact, courtesy and good judgment.	
Maintain confidentiality and adhere to policy and procedures of the county and department.	
Communicate effectively orally and in writing.	
Utilize various computer applications specific to the department including databases, word processing, document imaging, spreadsheets, and web-based systems for entering, retrieving and researching data and records.	
Physically perform assigned duties and essential functions of the position.	
Appear, and stay, for scheduled work with regular, reliable and punctual attendance.	High
Effectively plan and organize work and complete tasks within prescribed timeframes.	Medium
Respond appropriately to emergency situations in an institutional setting.	High
Work around and deal effectively with stressful situations and interpersonal conflict.	High
Knowledge of alcohol and drug related problems.	Medium
Knowledge of terminology utilized in the alcohol and drug field.	Medium
Accurately maintain routine/basic logs and records.	High
Maintain a consistently fair attitude toward patients while exercising authority under demanding situations. Secure the confidence, respect and cooperation of patients.	High
Read, understand, and comply with policies, procedures and protocols.	High
Work a non-traditional workweek with non-traditional work hours including nights, weekends, and rotating shifts.	Medium
Respond to on-call assignments with short notice.	Medium
Effectively plan and organize assigned work and complete assigned tasks within prescribed time frames.	Medium
Understand and carry out oral and written instructions.	High
Perform manual labor under sometimes uncomfortable or adverse conditions.	Medium
Work over 40 hours in a work-week as required	Medium
Motivate and encourage a team work environment.	High
Demonstrates an ability to work with and provide appropriate service and information to the patient, physician, OTR, and general public.	High
Ability to operate office equipment and perform general office duties.	Medium
Ability to work with culturally diverse population.	High
Basic math plus fractions, decimals and percentages.	Medium
Basic computer operational skills able to input and retrieve computerized information.	Medium
Ability to work cooperatively with management, staff, and patients.	High
Ability to accept constructive criticism.	High
Ability to prioritize, organize, and complete tasks in a timely and independent manner.	High
Ability to understand and follow written and verbal instructions.	High
Ability to collect data, establish facts, draw valid conclusions, and maintain confidentiality.	High
Ability to communicate and express thoughts and ideas competently.	Medium
Ability to quickly grasp relevant concepts regarding duties and responsibilities.	Medium
Ability to work in a team environment	High
Additionally, this position requires the ability to occasionally lift up to 50 pounds.	Low
Required: Basic Life Support (BLS)	Medium
to manage multiple projects and work tasks simultaneously	High
"to appear for scheduled work with regular, reliable and punctual attendance.	High

to work independently without regular direction and to troubleshoot problems in assigned area of responsibility.	High
to apply judgment and discretion in resolving problems and interpreting policies and regulations.	High
to maintain a professional demeanor under heavy workload and stressful situations.	High
to maintain confidentiality and adhere to policy and procedures of the department.	High
to communicate effectively orally and in writing, and to execute such oral or written instructions and procedures.	High
to interpret and implement a variety of documents, policies and procedures.	High
to establish and maintain a variety of recordkeeping tasks quickly and accurately.	High
to operate a computer, utilizing various computer applications specific to the department including databases, word processing, document imaging, spreadsheets, and web based systems for entering, retrieving and researching data and records.	High
to schedule and prioritize workflow to complete tasks and meet deadlines.	High
to establish and maintain effective working relationships with others using tact, courtesy and good judgment.	High
to identify and remedy hazards.	Medium
to physically perform assigned duties and essential functions of the position.	High
to work various shifts, evenings, weekends, holidays, oncall duty, after normal hours of work, as required.	Medium

Core Competencies

Demonstrates values-based competencies in line with the core values that are the foundation of all activities performed by employees in order to achieve the Mission of the Company:	
Time Management	Uses their time effectively and efficiently; values time; concentrates their efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.
Drive for Results	Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

Remote Employment	
Remote Employment Type:	No Remote Work Available
Remote Employment Text:	

Weight Bearing Activities

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Weight Bearing (Standing & Walking)	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	Light housekeeping, Laundry, storing client's luggage, helping with food service
Weight Bearing Standing	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	
Weight Bearing - Walking	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	
Walking on Uneven Terrain	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	transporting patients to appointments
Running	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	May need to run if responding to an urgent/emergent situation.

Weight Bearing Activities

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Jumping	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Climbing Ladder, stairs, stools	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	stairs during client safety rounds
Balancing	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	light housekeeping and laundry
Bending at the waist	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	light housekeeping and laundry
Twisting at the waist	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	light housekeeping and laundry
Stooping Slight bend at knees	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Squatting	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	

Other - Non-Weight Bearing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sitting	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	At their station answering phones, documenting in clients' charts, completing intake and discharges, etc.
Kneeling One or both knees	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Crawling On hands and knees	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Lying Down	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Back, side or stomach	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Lifting/Carry/Push/Pull

Lifting

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Lifting 0-10 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Office supplies, clipboard, BP cuff, thermometer, etc.
Lifting 11-20 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Client luggage, supplies delivered, etc.
Lifting 21-35 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Client luggage, supplies delivered, etc.
Lifting 36-50 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Cambro's when assisting with meal pick-up (team lift) Client luggage

Lifting

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Lifting 50 + lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Client luggage.

Carry

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Carry 0-10 lbs	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	Office supplies, clipboard, BP cuff, thermometer, etc.
Carry 11-20 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Client luggage, supplies delivered, etc.
Carry 21-35 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Client luggage, supplies delivered, etc.
Carry 36-50 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Cambro's when assisting with meal pick-up (team carry)

Pushing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pushing 0-10 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	File cabinet drawers, client's luggage, supply cart.
Pushing 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Utility carts
Pushing 21-35 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Cambro's
Pushing 36-50 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Cambro's

Pulling

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pulling 0-10 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	File cabinet drawers, client's luggage, supply cart.
Pulling 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Utility carts
Pulling 21-35 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Cambro's
Pulling 36-50 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Cambro's

Upper Extremity/Arm Movement

	Dominant Arm - Frequency/Percentage Time/Max Time	Non-Dominant Arm - Frequency/Percentage Time/Max Time	Examples of how activity is performed
Reaching Above shoulder level	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	light housekeeping, and laundry
Reaching at shoulder level	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	light housekeeping, and laundry
Reaching below shoulder level	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	light housekeeping, and laundry
Steering Equipment, Vehicles	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	When driving to pick up meals, or transportation of client to appointments

Cervical Spine/Neck Movement

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Extension of neck looking forward	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Working at a desktop computer, medication call, observing medications taken
Flexion of neck looking downward	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Working at a desktop computer, medication call, observing medications taken
Twisting of neck side to side	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Working at a desktop computer, medication call, observing medications taken

Upper Extremity/Hand Activities

	Dominant Arm - Frequency/Percentage Time/Max Time	Non-Dominant Arm - Frequency/Percentage Time/Max Time	Examples of how activity is performed
Fine Manipulation	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Using writing utensils and other small office supplies (stapler, paper clips, etc..)
Keyboarding/Typing	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Data entry into the clients electronic health records, medications, etc
Simple Grasp	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	light housekeeping and laundry
Up & Down Flexion of Wrist	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Medication call, and documentation on paper MAR
Side to Side Motion of Wrist	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Medication call, and documentation on paper MAR
Turning/Rotation of wrist/hand	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Medication call, and documentation on paper MAR
Gross Manipulation	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or	Loading/unloading washer and dryer

Upper Extremity/Hand Activities

	Dominant Arm - Frequency/Percentage Time/Max Time	Non-Dominant Arm - Frequency/Percentage Time/Max Time	Examples of how activity is performed
	less than 30 minutes per shift.	less than 30 minutes per shift.	
Powerful Grasp/Tight Grasp	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	light housekeeping and laundry
Hand Controls	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	
Repetitive Motion	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	

Sensory Functions (See, Hear, Smell)

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sight: Distinguish objects, depth perception, field of vision, color identification, near and far acuity necessary to operate equipment, machinery, etc.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	documents, computer screen, observing patients and preparing log entries adequate vision when providing authorized prescription medication, conducting security inspections, , keeping daily logs, verify accurate authorized prescription medication
Hearing: Comprehend oral language and sounds and react appropriately. Follow oral directions.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	Must be able to hear and understand the clients, and staff to ensure quality of care. Must be able to identify and respond to anything appearing out of the ordinary, and in a manner that is professional.
Speaking: Orally communicate information and ideas with comprehension	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	Must be able to communicate with staff and clients effectively to ensure quality of care.
Reading: Comprehend and retain the written word.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	documents, computer screen, observing patients and preparing log entries adequate vision when providing authorized prescription medication, conducting security inspections, , keeping daily logs, verify accurate authorized prescription medication
Writing: Composing communications in writing	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	Data entry into electronic health record, responding to emails, utilizing Microsoft Teams for inter-shift communications to ensure quality of care for the clients
Math: Compute a series of numeric variables, measurements	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Vital signs including blood pressure, temperature, and Spo2

Working Conditions

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Uneven Ground	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	transporting patients to appointments, assisting with food pick-up
Exposure to Bloodborne Pathogens	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	Work with a high-risk population of clients always using standard precautions

Working Conditions

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Work Outside	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Supervise clients on outside breaks, walks to the park, trips to the gym, occasional out of facility self-help meeting.
Customer/Public Contact	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	24/7 short term residential facility. Staff are responsible for the safety and security with constant contact with clients.
Work Inside	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	Majority of work is conducted inside the recovery center building.
High Elevations	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Moving Objects	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	equipment patient belongings
Slippery Surface	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	mopped floors and spills
Wetness	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	mopped floors and spills
Temp.Humid/ Extremes	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Temp. Cold Temp	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Confined Spaces	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Special Clothing	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	protective gear as determined by safety training
Vibration	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Use of Solvents	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	cleaning solvents
Use of Detergent	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	cleaning detergents
Chemical Contact	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	cleaning detergents
Chemical Vapors	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	cleaning detergents
Dust or Particles	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	nuisance dust
Toxic Substances	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Cleaning solvents, detergents, and chemical may be toxic. PPE required when handling/using.
Explosives	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Radiation	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Electricity	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Noise intensity	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Fire alarm system, doorbell.

Mental/Psychological Demands

Mental/Psychological Demands	Required Yes/No (Blank)	Examples
Understand & follow directions – with little or no direction	Yes	TA staff are responsible for the safety of all clients in our care. To ensure the highest quality of care staff must understand and follow all directions that have been given to them.
Memory – Ability to remember and recall procedures, processes and activities routine in nature.	Yes	Staff are required to remember all procedures and processes to ensure the most effective and efficient workflow. In doing so this ensures that staff are able to keep the current client safe, and still conduct their duties to provide our services to others who are seeking them.
Regular and reliable attendance	Yes	Being a 24/7 facility reliable attendance is essential to the safety of the clients and staff. Irregular attendance and short notice call outs cause others to work longer shifts and can lead to exhaustion causing an unsafe work environment and putting the client's safety at risk.
Ability to problem Solve	Yes	Should be able to adapt if need be and make common sense decisions in a fast-paced work environment. Should know to utilize the on-call staff to assist in any complex issues that may arise.
Ability to perform complex & varied tasks	Yes	Needs to be able to perform multiple duties/tasks at all times while ensuring that the clients are safe and receiving the highest level of care.
Ability to develop & maintain positive work environments	Yes	Needs to be able to remain positive and calm in a busy and fast-paced work environment that is providing services to clients that are working on overcoming their vices. Must always treat the clients with kindness, and compassion regardless of how they may be acting in the moment.
Ability to supervise/lead and influence others	Yes	Must be able to oversee a large group of clients, build rapport and trust, and encourage them to make positive changes in their lives.

Operational Equipment

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Foot Controls	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	When driving
Mechanical/Electrical parts	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Driving – Regular Vehicle	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	May assist in the pick-up and transport of meals. Transporting client to outside appointment.
Driving DOT/CDL Vehicle	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Operate Heavy Equipment	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Operate Heavy Machinery	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Small hand tools	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Stapler, hole punch, etc..

Operational Equipment

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Operate power equipment such as drill/saws	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Other Requirements

Equipment, Machines, Vehicles Operated:	Multi-line phone system, Desktop/laptop computer, fax/copy/scanner, camera. Standard county vehicle.
Tools, Implements Used:	Pens, pencils, stapler, etc..
Special Knowledge, Skills and Abilities:	Must have a working knowledge of electronic health records, HIPPA and 42CFR part 2, Medicaid/Medicare fraud and abuse, de-escalation, bloodborne pathogens, trauma informed care, legal and ethical standards of care for a residential treatment facility, and excellent professional boundaries. The treatment assistant must be able to remain calm in a fast-paced environment, respond to emergencies if needed, and make rational policy-based decisions in a high stressed environment. The treatment assistant is exposed to secondary trauma on a regular basis with the potential of experiencing first hand trauma. Must be able to decompress with coworkers and supervisor on a regular basis. In some instances, may need to seek outside/professional assistance to process in a healthy manner.
Respirator Use Required (other than nuisance dust mask). Describe:	

PRE-EMPLOYMENT EXAMS

POST-EMPLOYMENT

Hepatitis

COMPENSATION

Annual Max:	\$0.00
Annual Min:	\$0.00
Hourly Max:	\$26.35
Hourly Min:	\$20.60