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| JOB DESCRIPTION: SPURWINK SERVICES | AWAKE NIGHT DIRECT SUPPORT RECOVERY WORKER |
| Effective Date: 09/01/21 | |

* Denotes an Essential Function

Title: Awake Night Direct Support Recovery Worker

Category: AS1

Code: AN DC R

Minimum Education and Experience Requirements: High school diploma or equivalent required. Associates Degree or equivalent training in mental health preferred.

Necessary Knowledge, Skills, and Abilities: Must become certified as Mental Health Rehabilitation Technician 1 (MHRT1) within 1 year of employment; then maintain required trainings to uphold continuous MHRT1 status. Flexible schedule is required. Basic proficiency in Microsoft office preferred. Strong communication and conflict resolution skills required. Contracts that have Rider D: Must be able to successfully pass a criminal background, child protective service check & sex offender check. Must not be on the state or federal suspension and disbarment list. Must be able to exert moderate physical effort with occasional standing, walking, reaching, bending, kneeling, crouching, driving, typing, and frequently lifting and carrying material weighing up to 25 pounds. Driving may be necessary to attend meetings and trainings and for the occasional need to meet with clients off-site and within the program service area. This may include transportation of clients or driving to agency locations to complete work. A good driving record is required

Position Summary: The Awake Night Direct Support Recovery Worker provides night-time direct services to support a recovery lifestyle of people living in the program. All positions within this classification administer client medications and provide services that support a therapeutic co-occurring milieu. Further, individuals hired in this capacity work closely with the Med Room Manager to ensure that all CRMA regulations are being adhered to. This may include the completion of numerous administrative tasks related to the med room operations and/ or assigned by the Med Room Manager. Work is performed, reviewed, and evaluated under the supervision of the Med Room Manager.

Performance Standards:

- 1.* Ensures client progress and client safety through providing crisis intervention and referral to outside resources when appropriate, incident reporting, and requesting on-call support when needed.
- 2.* Actively monitors and guides client progress during morning meetings through orientation to morning routines, providing information and observations to day staff, feedback to client, coaching and documentation of client interactions as needed.
- 3.* Administers client medication to include: securing and administering dosage, problem-solving regarding missed dosage, contacting physician when necessary, and documenting dosage taken all in accordance with Agency policy.
- 4.* Provides supportive counseling, active listening, and assists in problem-solving as needed.
- 5.* Serve as a positive role model to clients.
- 6.* Supervises the morning routine activities.
- 7.* Actively complete required paperwork in accordance with licensure and COA. i.e. incident reports,

daily notes, emails, and chart audits.

- 8.* Actively maintains communication with service providers and client collaterals.
- 9.* Completes client record documentation of night-time sleep and wake activity relative to treatment goals.
- 10.* Follows proper medication procedures related to administering and documentation of meds under CRMA guidelines.
- 11.* Completes chart audits and reports results to Clinical Coordinator and/or Program Manager.
- 12.* Maintains requirements for MHRT1 certification and programmatic trainings as required and participates in clinical training and continued education as program needs allow.
- 13.* Administers client medications, practices problem solving regarding missed dosage—including contacting physician when necessary--and documenting dosage taken all in accordance with Agency policy.
- 14.* Assists with internal quality assurance review and other chart audits as delegated, including the MAR.
- 15.* Develops and effectively maintains professionalism at all times. Including with clients, colleagues, and external community providers.
- 16.* Actively participates in supervision with direct supervisor.
- 17.* Develops and achieves personal and professional goals as negotiated each year through the evaluation process.
18. Other assignments appropriate to the position as determined by the Med Room Manager, Program Supervisor, or their designee.

Immediate Supervision: Med Room Manager

Immediate Subordinates: None.

Schedule of Employment: Non-exempt.

Other: As employees of Spurwink, Awake Night Direct Support Recovery Workers are expected to adhere to the policies and procedures of Spurwink. Keep client health care information confidential, and in all other ways, comply with Spurwink's policies and procedures implementing the Health Insurance Portability and Accountability Act (otherwise known as HIPAA). Due to the nature of the work, staff at Spurwink are required to be trained initially and annually in good health practices, communicable illnesses, and universal precaution procedures. By virtue of the responsibilities of this position, it is reasonably anticipated that the Awake Night Direct Support Recovery Worker may be exposed to blood or other potentially infectious materials. Therefore they will receive bloodborne pathogens training and will be offered the Hepatitis B series upon hire. They must maintain a current Maine driver's license and a clean driving record in accordance with Spurwink's driving policy.

General Sign Off: The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have read and understand this explanation and job description.

Employee Name (Please Print)

Employee Signature

Date