

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

* Denotes an Essential Function

Title: Direct Support Recovery Worker

Category: AS1

Code: RES DCW

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. 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.

Position Summary: The Direct Support Recovery Worker are positions that provide 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. These positions attend weekly or bi-weekly program staff meetings and frequently participate in other team meetings as necessary. Work is performed, reviewed, and evaluated under the supervision of the Program Manager and/or Program Coordinator.

Performance Standards:

- 1.* Provides residents with necessary support for accomplishing tasks of daily livings.
- 2.* Assists with all client admissions and discharges.
- 3.* Assists clients in connecting with any appropriate community resources.
- 4.* Assists clients in establishing co-occurring treatment goals and implementation of the treatment plan.
- 5.* Serve as a positive role model to clients.
- 6.* Assists in maintaining a clean, sanitary environment.
- 7.* Ensures the physical safety of all residents at all times.
- 8.* Provides on-going behavioral assessment and management.
- 9.* Develops and implements structured activities, recreation and/or therapeutic activities or groups for residents, i.e., trips, discussions, games, and activities of daily living as assigned.
- 10.* Follows proper medication procedures related to administering and documentation of meds under CRMA guidelines.
- 11.* Contributes to quality assurance through maintenance of client records.

- 12.* Provides transportation as necessary.
- 13.* Communicates and coordinates with family members/guardians as necessary.
- 14.* Assists in the training of new and relief Direct Support Recovery Workers.
- 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 deemed appropriate and necessary to the position as determined by the Program Manager, or their designee.

Immediate Supervision: Program Manager and Program Coordinator.

Immediate Subordinates: None.

Schedule of Employment: Non-exempt.

Other: As employees of Spurwink, 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 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