

Sisseton Wahpeton Oyate

Job Description

mon. 4p - 12AM
Tue. 4p - 12AM
Wed. off
Thu. off
Fri. 12am - 8AM
Sat. 12am - 8AM
Sun. 8am - 4pm

Job Title: CD Technician

Reports to: Program Manager

Summary:

Provide supervision to clients in treatment to abide adherence to Dakota Pride Center's policies and procedures. The CD Technician shall be supervised by the Program Manager/Clinical Supervisor and shall be subject to the Sisseton Wahpeton Oyate policies and procedures.

Essential Functions:

- Document and monitor client's attendance at all scheduled meetings and treatment functions.
- Be alert to clients, health, welfare and safety and make proper referrals/contacts when necessary.
- Enforce the Dakota Pride Center's client rules and responsibilities and document through write ups any rule infractions and report incidents to the Clinical Supervisor and assigned Counselor.
- Assist in assigning and supervising daily client work/task schedule.
- Wake clients at assigned times and monitor their completion of assigned tasks.
- Maintain daily written reports of clients' progress, including any problems, negative attitudes or behaviors or inappropriate comments which contradict treatment efforts. Submit reports to assigned staff.
- Attend and participate in all staff meetings, in-service trainings and workshops sponsored by Dakota Pride Center.
- Maintain and use the daily log and journal system as a communication tool for the treatment team.
- Perform other duties as assigned, such as light maintenance and housekeeping chores during treatment cycle breaks.
- Normal working hours will vary. All CD Technician positions are on a flex schedule.
- Transport clients to outside activities, such as A.A. meetings, sobriety activities, cultural activities and any emergency situations that should arise.
- Conduct and be the chairperson for the 12-Step A.A. meetings and other activity meetings

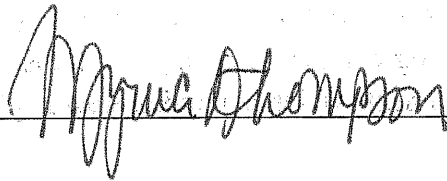
Job Qualifications:

- A high school diploma or GED is required.
- Must possess good communication skills verbal and written.

Job Requirements:

- Adequate understanding about addictions and various recovery methods, i.e. 12-step and Red Road concepts.
- Must complete a 90-day probationary period.
- Must have two years of verifiable sobriety, commitment to maintain an alcohol/drug free lifestyle and submit to random alcohol and drug testing.
- The ability to respect confidential information, as specified in 42 CFR Part 2, the federal confidentiality regulations.
- Valid drivers license, valid tribal drivers license and appropriate auto liability insurance.
- Must have a home telephone number within 30 days of employment and maintain it.
- Able to set limits with clients, to prevent enabling their disease process.
- Applicant must consent to and pass a criminal background check and character investigation pursuant to the Indian Child Protection and Family Violence Prevention Act P.L. 101-630 (no convictions for a crime against a child or another person).

Approved by



Date

5/20/19