



# Restoration Counseling & Community Services, LLC

## Admissions Technician

**FLSA Classification:** Hourly, Non-exempt, part-time and full-time positions available

**Position Type:** This is a part-time or full-time position to cover operations that are 24 hours per day 7 days per week, 365 days per year.

**Reports to:** Admissions Supervisor

**Travel:** Any travel that is required will be completed in the metro area. When transporting clients, it will only be done with a RCCS company vehicle. The employee is expected to be able to be flexible enough to work at the different company properties-even during the same shift.

**Manages Others:** This position has no supervisory responsibilities.

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### **POSITION PURPOSE:**

The roles of RCCS are to restore clients to sober and active members of the community, and to provide prevention services to community members who are at risk of falling to substance abuse and criminal lifestyle. This position is responsible for performing Admissions Tech duties in the treatment facility and in housing. Primary responsibility is managing and creating a positive client atmosphere, in addition to some administrative tasks.

### **REQUIRED QUALIFICATIONS:**

- Must have a valid Drivers License.
- High School Diploma or GED.
- Must comply with rules adopted under Minnesota Statutes, chapter 148F, including knowledge of client rights, according to section 148F.165, and staff member responsibilities.
- Strong interpersonal skills with the ability to interact with clients, parole officers, ISR agents, police, social workers, and team members.
- Must be 21 years of age or older.
- Must be proficient in MS Office and Internet applications.
- The employee must have one year of freedom from chemical use problems.
- Must pass Minnesota Department of Human Services Background Study.
- Knowledge of the philosophy of Alcoholics Anonymous.
- Knowledge of and ability to perform basic evaluation of a person's behavior in relation to chemical dependency.
- Knowledge of chemical abuse and dependency.

### **PREFERRED QUALIFICATIONS:**

- Previous experience at a treatment facility.
- Previous experience working with clients who have criminal tendencies.

- Current certification in CPR and First Aid.
- Knowledge of client rights and staff responsibilities.
- Knowledge of Maltreatment of Minors and Vulnerable Adult Acts.
- Knowledge of RCCS Behavioral Emergency Policy and Protective Procedures.
- Must have a valid driver's license when position/work related travel is required.
- Able to work independently
- Comfortable with ambiguity and fast-paced environment
- Excellent communication skills
- Strong code of ethics
- Solution orientated
- Diversity and inclusion focused
- Strong attention to detail
- Able to type 30 words per minute

**JOB RESPONSIBILITIES:**

- Support professional staff in supervision and assistance in programming for clients, excluding counseling services.
- Complete all intake and orientation duties and paperwork as assigned, including uploading documents and updating client files in the electronic medical records system
- Communicate with Welcome Center, housing, and treatment location staff regarding client needs
- Assist in areas of transporting current and/or prospective clients to and from housing, treatment locations, and other locations, as assigned by supervisor or supervisor on duty.
- Assist with administrative tasks related to coordinating admissions and/or assessments as assigned by the supervisor or supervisor on duty
- Enforce rules as they are listed in the Treatment and Financial Agreement.
- Ensure safety of clients and file indecent reports as needed
- Perform basic CPR and First Aid procedures.
- Complete routine duties to maintain the environment such as, light custodial duties, etc.
- Communication and documentation regarding client needs and/or behaviors
- Participate in annual staff training as required by 245G.
- Follow the policies and procedures of RCCS and Housing as they are listed in the policies and procedures manual.
- Comfortable working with people from various cultures and backgrounds
- Ability to deescalate and remain solution focused
- Stock and maintain copy machine and fax machine on a regular basis.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the Admissions Tech. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

While performing the duties of an Admissions Tech, the employee is frequently required to stand, walk, sit, talk and hear. The employee is occasionally required to use hands to finger, handle or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. Specific vision abilities required by this position include close vision, distance vision, and ability to adjust and focus. An employee in this position may need to lift at least 10 pounds, exert him/herself while performing physical restraints and blocks.

**ACKNOWLEDGEMENT:**

This position description is not meant to be all-inclusive. It defines the critical job responsibilities and requirements only, which are subject to change at any time due to reasonable accommodations or for other reasons.

I, the undersigned, have read the contents of the position description and understand that I am accountable for all the duties and responsibilities outlined herein.

Employee's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_