



Job Description

Job Title:	Night Caseworker	Exempt / Non-Exempt:	Non-Exempt ▾
Unit:	T.C. Unit	Benefits:	Full Benefits Package ▾
Location (City):	Los Angeles, CA 90043	Travel Required:	Yes, mostly local ▾
Hourly Rate Range:	\$18.29 to \$22.21	Position Type:	Full-Time Regular ▾
Date Posted:	7/25/23	Posting Expires:	Once filled

External Posting URL:	www.indeed.com , www.handshake.com , LinkedIn.com
Internal Posting URL:	www.aadapinc.org

Applications Accepted By:

Fax or Email: FAX: 323.295.4075 Email: hr@aadapinc.org Subject Line: Job Application	Mail: ATTN: Jennifer Nishimura, HR AADAP, Corporate Office 2900 Crenshaw Blvd. Los Angeles, CA 90016
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Job Description

Summary

Under the general supervision of the Unit Coordinator, instruct and monitor residents, assist treatment team in assessment of resident case management needs, assist treatment team in providing treatment services to include group facilitation, Interventions, dispensing medication and documentation of activities and services of the Residential Unit, ensure that all staff team decisions governing resident treatment needs are adequately enforced. Must have the ability to be a team player and perform multiple tasks as assigned.

Role and Responsibilities

1. MAINTAIN PROGRAM INTEGRITY IN ACCORDANCE WITH THE RESIDENTIAL UNIT'S GOVERNING PRINCIPLES AND PROTOCOLS (70%):
 - a. Assist in orientating new residents to the policies and procedures of the Residential Unit.
 - b. Provide residents with supervision in Kitchen, Service Crew, Maintenance and daily activities.
 - c. Conduct interventions as needed during night shift.
 - d. Dispense, monitor and document medications in accordance with treatment protocols and procedures.
 - e. Maintain and conduct scheduled urinalysis testing in accordance with program protocols.
 - f. Assist in coordination, monitoring, and documentation of all resident case management referrals and appointments.
 - g. Review and ensure daily documentation of group services.
 - h. Assist with transportation needs of the Residential Unit.
 - i. Schedule and post urinalysis-testing dates for staff implementation.
 - j. Dispense and monitor client medications(s).

- k. Provide for maintenance of state and local health and safety codes, building security, and residents' welfare.
- l. Provide outreach services as required/ or requested (presentations, networking, referrals, etc).
- 3. ASSIST WITH COORDINATING AND PROVIDING THE TRANSPORTATION NEEDS OF THE RESIDENTIAL UNIT (10%):
 - a. Monitor and coordinate unit vehicle needs in accordance with agency policies and procedures.
 - b. Facilitate, coordinate and provide residents with transportation to treatment related appointments.
- 2. SERVE AS LIAISON BETWEEN PROGRAM STAFF AND THE RESIDENT POPULATION (20%):
 - a. Participate in the weekly Case Conference(s). (Bi-Weekly or as required)
 - 1) Provide feedback on observations made on residents' evening activities and interactions.
 - 2) Assist in the development of residents' treatment goals and objectives.
 - b. Document all significant evening developments and interactions in Staff Communications Log.
 - c. Assist with supervision of resident Crew Foreman and House Coordinator.
 - d. Perform other functions as assigned.

Qualifications and Education Requirements

- 1. REQUIREMENTS:
 - a. Two (2) years of college education related to field or two (2) year- equivalent work experience related to position
 - b. AOD Counselor certification or register with a State approved alcohol or drug counseling certifying organization within thirty days (30) of hire.
 - c. Demonstrated knowledge and skill in computer operations.
- 2. PREFERRED QUALIFICATIONS:
 - a. Bilingual or bicultural capabilities with Los Angeles County threshold languages: Arabic, Armenian, Cantonese, Farsi, Urdu, Khmer (Cambodian), Korean, Mandarin, Russian, Spanish, Tagalog, Vietnamese, and other Chinese languages.
 - b. Certification in drug and alcohol counseling from state approved organization
 - c. Experience in building maintenance
 - d. Experience in group facilitation

General Requirements and Knowledge, Skills, and Abilities (KSA's):

- Permanent resident or U.S. Citizen; proof of work eligibility upon hiring.
- Must have Valid Class C Driver's license, California minimum Automobile Insurance and an appropriate motor vehicle.
- Ability to drive 15 passenger vans or obtain a Valid Class C Driver's license with ability to drive 15 passenger vans within 90 days of hire.
- Complete physical examination and TB test upon hiring.
- Must have three (3) years of recovery or drug free lifestyle as of the date of the application.
- Ability to get along well with others, be punctual, pleasant, and tactful with professional appearance and conduct.
- Ability to establish and maintain effective working relationships with supervisors, coworkers, clients and their families, community organizations, and the general public.
- Ability to be culturally competent of age groups, gender identity, sexual orientation, spiritual beliefs, socioeconomic status, and diverse cultures.



Physical Requirements:

Moderate Duty

This class requires that the incumbent stand or walk most of the time with bending, stooping, squatting, twisting reaching, working on irregular surfaces, occasional lifting of objects over 25 pounds, and frequent lifting of 10-25 pounds. Ascending and descending ladders and staircase will be more frequent. An example of this position frequently will be moving and organizing agency supplies.

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Reviewed By:	James Stinson, Director	Date:	9/12/23
Approved By:	Dean Nakanishi, CEO	Date:	7/25/23
Last Updated By:	Jennifer Nishimura	Date:	7/25/23
Employee Acknowledgement:		Date:	