

## Case Aide DUIL

**Reports To:** Shift Supervisor

**Responsibilities:**

- Develop and maintain a working knowledge and understanding of the Middlesex DUIL Program and policies, procedure, and philosophy of treatment.
- Maintain open and professional communication with all clients, staff and outside contacts.
- Facilitate client medication procedures as assigned.
- Maintain a safe, supportive, and healthy environment for program clients.
- Monitor all clients during all program activities including meals, classes, groups and recreation. Ensure client safety and compliance with the program rules and regulations. Document client behaviors.
- Conduct educational classes and small group discussions as assigned.
- Issue general supplies to clients as indicated in program policy.
- Monitor and assist clients in all aspects of meal preparation, serving and cleanup.
- Conduct bed checks and head counts according to program policy.
- Make unit rounds and record as required.
- Maintain the privacy and confidentiality of clients and staff at all times.
- Maintain log book and other required documentation.
- Inspect rooms for safety, security, and cleanliness on a regular basis.
- Provide crisis intervention as necessary.
- Supervise and assist in all scheduled/non-scheduled cleaning activities and maintenance.
- Set up aftercare appointments for clients as assigned.
- Monitor disbursement of supplies.
- Participate in group supervision, individual supervision and staff meetings, scheduled and documented as required.
- Assist in all aspects of the admission process.
- Abide by all MHSA policies regarding boundaries, strict confidentiality and ethical standards at all times.
- Attend in-service and outside training and instruction as directed by Supervisor.
- Various other responsibilities, as assigned by Supervisor from time to time and/or as needed to ensure proper functioning of the Program.

**Qualifications:**

- High School Diploma or GED preferred.
- Prior residential or substance abuse experience preferred.
- Basic knowledge of substance abuse and its treatment preferred.
- Strong interpersonal and communication skills.
- Ability to communicate and write clearly and concisely.
- Ability to work with a diverse population required.
- Ability to work both independently and as part of a team required.
- CPR, AED and First Aid Certification required. (MHSA will provide training opportunity.)
- Demonstrated reliable attendance and punctual reporting for work required.
- Valid driver's license required.
- Reliable personal transportation for work activities required.
- Bilingual, especially English/Spanish or English/Portuguese, preferred.