



Restoration Counseling & Community Services, LLC

Chemical Health Assessor

FLSA Classification: Salaried, 40 hours per week

Position Type: Full – time (40 hours per week) with expected work occurring during normal business hours.

Reports to: Business Development Director

Travel: There is intermediate travel for this position. The employee will be expected to travel between the different in-take locations within the Anoka County, Ramsey County, and Hennepin County jail systems. The travel is primarily during the normal business day, and either mileage or company vehicle is provided.

Manages others: This position has no supervisory responsibilities.

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 will be responsible for representing RCCS's brand and image to the Department of Corrections (DOC), Community Corrections, and completing Rule 25 assessments.

REQUIRED QUALIFICATIONS:

- Licensed Alcohol and Drug Counselor under the following Minnesota Statute, chapter 148F
- Must comply with rules adopted under Minnesota Statutes, chapter 148F
- Must have completed at minimum a baccalaureate degree with a major or concentration in social work, nursing, sociology, human services, or psychology, or is a licensed registered nurse; has successfully completed 120 hours of classroom instruction in each of the core functions listed in the Minnesota statutes

PREFERRED QUALIFICATIONS:

- 1-2 years previous assessment experience
- Must be 18 years of age or older
- Document two years of freedom from chemical use problems
- Proficient in MS Office and internet applications
- Pass Minnesota Department of Human Services Background Study
- Understand the philosophy of addiction and recovery, as well as chemical abuse and dependency
- Knowledge of Substance Use Disorder
- Knowledge of client rights and staff responsibilities
- Knowledge of Maltreatment of Vulnerable Adults Act and Maltreatment of Minors Act
- Knowledge of RCCS Behavioral Emergency Policy and Protective Procedures
- Knowledge of CFR-42 as it relates to the obtaining of a Release of Information

- Able to work independently
- Comfortable with ambiguity and fast-paced environment
- Excellent communication skills
- Strong code of ethics
- Solution orientated
- Positive attitude
- Open to professional development
- Diversity and inclusion
- Attention to detail
- Able to type 40 words per minute

JOB RESPONSIBILITIES:

- Conduct all aspects of Rule 25 Assessments
- Positively maintain and develop the RCCS brand/reputation with all above constituents
- Sign and follow all requirements outlined in various Minnesota Counties Memorandum of Agreement and additional stakeholders when applicable
- Maintain all needed correspondence with the following constituents: Hennepin County review team, treatment facilities, child protection workers, probation officers, managed care organizations, legal counsel, and all other applicable contacts
- Complete all documentation from assessments within our designated turnaround time
- Function as a member of the Assessment team
- Participate in annual training as required by Chapters 245G.
- Perform related duties as required

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 Chemical Health Assessor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

While performing the duties of a Chemical Health Assessor, 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: _____

