

Position Description:	Lead Recovery Advocate
Position Summary:	The Lead Recovery Advocate is responsible for facilitating and supporting the recovery activities of clients, coordinating the necessary administrative tasks related to client care and acting as a representative of the treatment staff. In addition, the Recovery Advocates maintain a visible presence in the unit, circulate throughout the building and are alert to safety hazards and accountability of the clients.
Primary Responsibilities:	<p>Lead Recovery Advocate</p> <ul style="list-style-type: none"> ● Assisting with scheduling and coordination of Recovery Advocate schedules. ● Mediating staff and client concerns as they arise on shift. ● Help provide direction to Recovery Advocates. ● Implement changes and training protocol. ● Report to the Recovery Advocate Manager. <p>Day-to-Day Activities</p> <ul style="list-style-type: none"> ● Support the recovery activities of clients. ● Assist clients with activities of daily living. ● De-escalate problem behaviors with clients. ● Update client records as appropriate and necessary. ● Provide supervision and redirection in interactions. ● Complete necessary administrative tasks. ● Maintain a visible presence in the unit by circulating through the building. ● Be alert to fire and safety hazards. ● Facilitate groups and completion of cleaning duties. ● Transport clients, as needed. ● Provide treatment services as directed by the treatment team in accordance with section 245G.10, subdivision 3. ● Serve as a positive and compassionate role model to clients, children and families. ● Conduct room checks, as well as room and vehicle searches ● Assist as necessary with the intake and discharge processes. ● Monitor clients' whereabouts and document in the Rounds book every hour, encouraging attendance in activities and groups. ● Monitor client activity on cameras and check in clients returning to the facility. ● Facilitating visiting hours for the clients and their visitors. ● Ensure building is secure by setting the alarm system. ● Conduct wake-up rounds to ensure clients are up at the times designated for the day. ● Coach parents in interactions with their children. ● Administer medication in accordance with treatment plans. ● Conduct drug tests through urine analysis or breathalyzer.

	<p>General</p> <ul style="list-style-type: none"> • Work as a member of the broader team of the Center to ensure a high level of service to our clients, including assisting with general housekeeping, kitchen duties and light maintenance. • Other duties as assigned. <p>This job description is subject to change at any time.</p>		
<p>Degree of Authority to Execute Responsibilities:</p>	<p>The Recovery Advocate has the authority to complete responsibilities of the role within established policies and procedures. The Recovery Advocate will defer to the Recovery Advocate Coordinator or Residential Services Director for situations outside of established policies and procedures.</p> <p>In terms of care, the Recovery Advocate may be responsible for delivery of treatment services according to section 245G.10, Subdivision 3 but MAY NOT admit, transfer or discharge a client.</p>		
<p>Qualifications:</p>	<ul style="list-style-type: none"> • High school diploma or GED • Current CPR, First-Aid, Shaken Baby and SIDS certification • Valid driver's license and proof of insurance. • Knowledge of client rights according to Minnesota Statute Section 148F.165 and staff member responsibilities. • Must be free of problematic substance use for at least two years immediately preceding employment and must sign a statement attesting to that fact. • Experience working with chemical dependency and mental health disorders preferred. 		
<p>Physical Requirements:</p>	<ul style="list-style-type: none"> • Frequently communicate with employees, parents, clients and other individuals with key relationships. This requires receiving and providing accurate information in these situations. Information can be shared and received verbally or in writing. • Frequently reach above shoulder height to reach necessary items, including supplies, medications, etc. • Frequently complete repetitive tasks. • Sit, stand or walk for extended periods of time. • Lift children up to 60 lbs. from floor to waist height. 		
<p>Acknowledgement:</p>			
<p>I have received a copy of the position description. I have read and understand the contents. I attest that I am qualified to perform the duties described in this document.</p>			
<p>Employee Name: (please print)</p>	<p>_____</p>		
<p>Employee Signature</p>	<p>_____</p>	<p>Date:</p>	<p>_____</p>

