



STONEWATER[™]

ADOLESCENT RECOVERY CENTER

Position Description: Clinical Assistant

Reports To: Clinical Director

1. The Clinical Assistant (CA) is responsible for ensuring the individual care, safety and supervision of the patients who reside at Stonewater Adolescent Recovery Center. In addition, the Clinical Assistant ensures that each patient's personal needs are met in accordance with the Stonewater Adolescent Recovery Center policies and procedures and all state regulations. The Clinical Assistant is also responsible for the care, safety, cleanliness and maintenance of the treatment facilities and outside property as needed and directed. The Clinical Assistant shall perform the following duties and function as a part of the Stonewater treatment team:

- a. Be punctual in reporting for scheduled shifts. Notify the Head Nurse in cases involving emergencies or other factors that may influence work attendance, early shift leave or punctuality. At no time can the CA leave or fail to attend his/her scheduled shift without prior verbal approval from the Head Nurse.
- b. Be flexible and available to work any and all shifts assigned.
- c. Participate in equipping, encouraging and empowering each patient to be and do all they were created to do while helping them to understand that they were created on purpose, for a purpose.
- d. Be responsible for developing a healthy relationship with each patient (whether individually or as a group).
- e. Handle any incidents, crises, perceived dangers, runaways and/or conflicts in a professional and loving manner. Notify all emergency personnel and necessary staff members in crisis situations and complete all necessary paperwork related to incidents in a thorough and timely manner.
- f. Assist, supervise and document the self-administration of patient medication.
- g. Provide patients with skill training as needed in the maintenance of a clean, safe and healthy environment.
- h. Plan, supervise and clean up daily meals and snacks that occur during scheduled shift as needed.
- i. Be aware of approved and needed items for the entire Stonewater residence including, but not limited to, food, pantry, personal hygiene, laundry, bedroom and bathroom items. Provide a list of needed items to the Office Manager prior to needing and/or running out of items.
- j. Supervise and provide life-skill training in such duties as washing/folding clothes, bed making, ironing clothes, choosing outfits appropriate for occasions and seasons, setting a dinner table, table manners, etc. as directed by the Clinical Director.
- k. Teach appropriate conflict management resolution skills and relational boundaries.
- l. Provide and receive Handoff Report during shift exchange to debrief events that occurred during the shift. Example topics include: patient trades, issues or concerns, new or discontinued orders, admissions and discharges, room assignments, etc.
- m. Encourage compliance with the Stonewater Adolescent Recovery Center expectations and policies with all patients, staff and volunteers. Address any conflicts and concerns directly with staff in a professional, loving and confidential manner. Consistently seek to maintain unity and cohesion in the program and respect all members of the program (staff, residents and volunteers).

- n. Ensure all daily documentation is completed, including but not limited to: staff communication log, resident daily logs, case notes, incident reports, medication files, resident phone logs, etc.
- o. Attend all staff meetings as directed, even when not on assigned shift.
- p. Transport patients to appointments, outings and family visitations as directed by the Head Nurse and/or Clinical Therapist.

2. Educational/Professional Qualifications:

- a. High school diploma or GED.
- b. Must demonstrate an ability to effectively communicate to patients dealing with mental health and substance use disorders, be flexible in work hours and demonstrate consistency and dependability.
- c. Current and valid driver's license and seven years driving experience.
- d. Clean DMV record.
- e. Proof of current, effective driver's insurance.
- f. Child Abuse Index Check clearance.
- g. Fingerprint/DOJ clearance.
- h. Health and TB clearance.
- i. Good time management skills and an ability to multitask.

3. Personal Qualifications:

- a. A passion to see individuals with mental health and substance use disorders experience healing, life change and purposeful living, and believe that change can happen under the conditions defined in the Stonewater Adolescent Recovery Center vision statement, mission statement and core values.
- b. Good physical health and emotional maturity.
- c. Ability to work with the patient population within state regulations, policy and procedures even if regulations/policy conflict with personal beliefs.
- d. Flexibility in work hours, programs and services.
- e. Ability to uphold the Stonewater Adolescent Recovery Center vision statement, mission statement and core values.
- f. Ability to work with patients/staff/volunteers who have varying faith backgrounds.
- g. Experience in working as part of a team.
- h. Good communication skills.
- i. Access to a reliable vehicle.
- j. Must be able to self-initiate activities/tasks.

4. Expectations:

- a. Have a commitment to keeping the facility clean at all times.
- b. Learn and utilize conflict management skills and de-escalation techniques.
- c. Have the ability to fill out checklists and fulfill assigned tasks.
- d. Prepare all required reports and ensure all documentation is accurate and processed in a timely and appropriate manner.
- e. Monitor patients' physical condition and report any medical needs to nurse to assure proper attention and documentation.

- f. Properly document and administer medication.
- g. Participate in staff meetings, in-service training, and online training.
- h. Make quality improvement a priority of day-to-day operations.
- i. Be involved in providing feedback on Performance and Quality Improvement (PQI) data.