



# Granite Wellness Centers

Residential Support Staff – Page 1

## Job Description

<b>POSITION:</b>	<b>RESIDENTIAL SUPPORT STAFF</b>
<b>DESIGNATION:</b>	<b>NON-PROFESSIONAL</b>
<b>STATUS:</b>	<b>NON-EXEMPT</b>
<b>SCHEDULE:</b>	Variable days and shifts (On Call, PT, FT)
<b>SUPERVISOR:</b>	Residential Program Manager, their designee, and/or CEO

***The mission of Granite Wellness Centers is to promote wellness and quality of life.***

### **POSITION SUMMARY**

Under the direction of the Residential Program Manager and/or Program Coordinator, provides daily support services to residential staff and residents as assigned.

### **QUALIFICATIONS:**

1. Primary
  - a. Willingness in providing support services, (i.e., childcare, appointment scheduling, transportation, taking vital signs, general assistance) in a nurturing and compassionate manner.
  - b. Communication skills, both verbal and written.
  - c. Ability to exhibit empathy for those with chemical dependency and their children.
2. Education
  - a. Willingness to obtain education necessary to maintain the above.
  - b. General knowledge of 12-step programs and principles.

### **RESPONSIBILITIES AND COMPETENCIES:**

1. Provide support services for Counselors and residents as directed by Program Manager, i.e., data entry, case management, and general assistance with office duties.
2. Provide general assistance to residents with all daily needs, i.e., meal preparation, appointment scheduling, and transportation.
3. Provide and maintain current CPR / First-Aid Certification for Adults and Infants.
4. Provide current TB test results annually or annual physician statement if x-ray required.
5. Ability to perform crisis management.
6. If a recovering person, a minimum of one year continuous sobriety and active participation in a program of recovery.
7. Other duties as assigned.

### **SUPERVISION:**

Supervision is ongoing and review will take place annually from date of hire. The supervisee is responsible for identifying appropriate material to bring to supervision and preparing in advance to maximize evaluation time. Supervision will work in accordance Granite Wellness Centers Supervision Policy.

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### **BENEFITS:**

GWC offers Vacation Leave, Sick Leave, Holidays, Retirement Plan, Health and Dental Insurance to eligible employees, while providing an opportunity to work with a dynamic, innovative, and integrated team comprised of a diverse group of professionals.

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