

CHEMICAL DEPENDENCY PROGRAM ASSISTANT

KIND OF WORK

Paraprofessional chemical dependency treatment or lead work.

NATURE AND PURPOSE

Under general supervision, delivers treatment programs designed to assist patients in overcoming chemical dependency, or coordinates and directs such delivery through other staff; performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Discusses patients/residents progress, alternatives to treatment as well as non-treatment related issues with them to identify and resolve obstacles to recovery through individual counseling sessions.

Facilitates groups of patients/residents examining chemical dependency and related issues so that obstacles to treatment progress are confronted and overcome by them through suggesting appropriate discussion topics and ensuring participation of all group members.

Orients newly admitted patients/residents to the unit and to the treatment process to increase their understanding of and commitment to treatment and to ease the transition to institution living by explaining program objectives.

Observes and records patient/resident physical and behavioral information on medical charts so that individual progress is documented.

Obtains data from patients/residents for use by professional staff in evaluating psychological status through the administration and scoring of standardized psychological tests.

Researches, writes and delivers lectures to patients/residents to educate them about chemical dependency and its affects by selecting information from current literature in the field and orally presenting it in a lecture format.

Elicits chemical use history information from patients/residents upon admission so that an individualized program of treatment can be developed by conducting prediagnostic interviews.

Conducts recreational activities with patients/residents to provide opportunities for physical exercise and to develop appropriate leisure time skills through group participation in competitive and non-competitive athletics and in institution/community events.

Monitors and provides lead work for other staff so that available resources are matched to need and service is provided in compliance with approved treatment plans by observing employees and demonstrating proper work techniques and reviewing completed job tasks for compliance with regulations.

Schedules and coordinates unit activities so that the delivery of treatment is uninterrupted by notifying patients and staff of scheduled appointments and meetings and ensuring required documentation is completed accurately and on time.

Feeds, bathes and grooms patients - or supervises them in these activities - to ensure their health and well-being.

Provides health care to patients so that response to treatment is not impeded by physical illness through administration of medications/treatments, taking and monitoring vital signs, intervening when patient/resident behavior is threatening to others or himself/herself.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Chemical dependency treatment programs sufficient to explain program objectives to patients/residents, implement programs independently and through the direction of other staff and ensure compliance with prescribed treatment standards.

Group dynamics sufficient to facilitate patient/resident discussions promoting the treatment process.

Psycho-social interrelationships sufficient to address the impact of financial, educational, sexual, familial and religious influences on the effectiveness of treatment in group and individual counseling sessions.

Program requirements sufficient to ensure compliance in the delivery and documentation of unit services.

Skill in:

Skill in the operation of audio-visual equipment sufficient to prepare and present educational programs and lectures.

Ability to:

Observe and document existing patient/resident conditions and response to treatment.

Administer and score standardized psychological tests.

Locate, analyze, select and verbally present information in lecture format.

Direct other staff in the delivery of treatment programs.

Conduct and participate in recreational activities, including athletic events.

Elicit information from individuals during an oral interview.

Develop therapeutic, helping relationships with individual patients/residents.

Provide and/or supervise patients/residents in performing activities of daily living by tube feeding, attaching adaptive feeding equipment, escorting to and monitoring activities in mealtime routines; by using specialized bathing tables, tubs and bath solutions.

Administer oral medications and health care treatments (such as soaks, topical creams and ointments).

Est.: (11/83)

Rev.:

TC: 4/84

Former Title(s): Institution Chemical Dependency Program
Assistant