



NATIVE AMERICAN CONNECTIONS

POSITION DESCRIPTION

TITLE:	Case Aide I and II
HOURS OF WORK:	Full Time – Shifts 1 and 3, and/or weekends 12 hour shifts
LOCATION:	Residential Treatment sites
CHAIN OF AUTHORITY:	Board of Directors CEO Clinical Director Clinical Supervisor Case Aide Manager

MISSION:

Improving the lives of individuals and families through Native American culturally appropriate behavioral health, affordable housing, and community development services

POSITION SUMMARY:

The Case Aide is responsible for the safety of all clients and the facility, monitor daily house keeping and report required maintenance of the facility.

RESPONSIBILITIES:

- Responsible for the safety of facility and clients
- Observe client self-administration of medications and document.
- Document in the Bed Check Log, and Daily Log, incident reports when necessary, shift change.
- Janitorial duties as assigned.
- Assign and Monitor daily house keeping, general house maintenance, and report repairs to maintenance department.
- Preparation of beds and rooms for admitting clients.
- Distribution of linens, personal hygiene items, maintain inventory and order required program supplies.
- Facilitate scheduled time for house meetings to distribute house duties, announce mail/messages.
- Sort donated items, wash and store appropriate items in the donation room.
- Assist in inventory control and secure all NAC property.
- Filing
- Other duties as assigned

EDUCATIONAL REQUIREMENT:

- High School Diploma or GED required.

WORK EXPERIENCE/SKILLS REQUIREMENT:

- MS Office proficiency
- Strong interpersonal skills with an ability to work effectively with a wide range of people, teams, managers, supervisors, and vendors.
- Demonstrate excellent written and oral communication skills.
- Excellent customer service skills.
- Experience in working with the Native American population preferred
- Must demonstrate critical thinking, problem- solving and organizational and time management skills.

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- Must be able to work well with others in a team approach.
- Fingerprint Certificates within 90 days of hire.
- Bilingual- Spanish desired
- Possess and maintain a valid Arizona driver's license
- Must be able to perform general janitorial duties to include bending, lifting, heavy and light cleaning, negotiate stairs and carry up to 50 lbs. Must be able to stand for long periods of time.
- Must understand the recovery process of the chemically dependent individual

FAIR LABOR STANDARDS ACT:

This position is considered to be Non- Exempt for overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. Non-Exempt employees are entitled to overtime pay for hours worked in excess of forty (40) hours per workweek.

Employee

Date

Supervisor/HR Director

Date

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