



## Position Description

**INDEX NUMBER:** 125.31.8

**DATE INITIATED:** 4/30/96

**DATE REVISED:** 3/19/10

### IDENTIFICATION:

Title: Addiction Recovery Technician

Department: Sanctuary

Reports To: CNO (Chief Nursing Officer)

**Position Status:** Hourly  Exempt  Non-Exempt

### POSITION SUMMARY

Acts as support staff for the sanctuary unit. Completing general clerical tasks and assisting where needed.

### DUTIES & RESPONSIBILITIES:

1. Report to Charge RN and/or counselor on duty at the beginning of each shift for specific instructions and exchange of information. Attend shift report.
2. Be available in the Day Room as needed for the purpose of observing patients and meeting staff contact needs.
3. Maintain an ample supply of all forms in the Forms Drawer at the third floor Nurses' Station.
4. Keep all charts full with complete packets, and have a reserve of three packets made up in the Forms Drawer.
5. Maintain an ample supply of Sign-Out Sheets in the loose leaf binder on the unit, and put all completed sheets into the patient's chart prior to discharge.
6. Maintain a minimum of two patient admit packets which will contain a theme book, pen, pencil, high-lighter, the emergency evacuation plan, the patient rules and responsibilities, a pamphlet on advance directives, a copy of Patient's Rights, and the daily activities schedule.
7. Accompany patient to and from outside self-help group meetings and attend meetings to observe patient behavior.
8. Record vital signs and any pertinent observations/activities in CPSI flow chart each shift, including I & O's as ordered.
9. Report any immediate problems or concerns to the Charge Nurse and follow instructions.
10. Attend other staff meetings as requested.
11. Other duties as assigned.

### QUALIFICATIONS

1. Must have a high school diploma or equivalent.
2. Must have a current Washington State Driver's License.
3. Must have basic knowledge of chemical dependency as a disease.
4. Must be able to treat chemically dependent individuals with dignity and respect.
5. Must have above average communication and problem solving skills.
6. A minimum of one year of abstinence is required for those who are in recovery from chemical dependency.
7. Must obtain and maintain a registered nursing assistant license through the Department of Health.

### LCCH HOSPITAL STANDARDS

1. Provides information and services that enhance others ability to acquire what they need in order to complete the task at hand. Shares information both when requested and when anticipating someone might have a need.
2. Is present and punctual for assigned work days, in compliance with the LCCH policy on attendance.
3. Collaborates willingly with others to meet goals (e.g. pitches in to help even when someone else is responsible for the job).
4. Participates openly and honestly, sharing opinions, knowledge and experience.
5. Addresses concerns of those impacted by a change or decision before taking action.
6. Complies with all LCCH policies and procedures.
7. Attends annual mandated in-services and maintains documentation of attendance.
8. Maintains and upgrades professional and technical competency in area of practice (through in-services, reading, continuing education or other methods and maintains documentation.
9. Maintains confidentiality of patient, customer and co-worker information.

10. Consistently maintains a calm and pleasant tone and appropriate demeanor with others.
11. Is attentive to others needs, concerns and ideas. Asks questions and summarizes to confirm understanding.
12. Addresses conflicts directly and promptly, focusing on problem-solving and a positive outcome. Does not blame or complain to others.
13. Values individuals and their diversity by creating and supporting a climate for success, as evidenced in peer feedback or self-reporting.
14. Consistently demonstrates flexibility by meeting the changing needs of the customer.
15. Manages time effectively to meet deadlines and commitments.
16. Proposes ideas for solving problems, improving processes or providing new services.
17. Demonstrates fiscal stewardship in the use of hospital resources

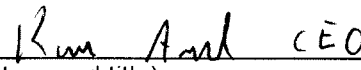
**DISCLAIMER STATEMENT**

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified, nor do they address the performance standards that must be maintained.

**REVIEWED BY**

  
 (Signature and title)

**ADMINISTRATIVE APPROVAL**

  
 (Signature and title)

**EMPLOYEE:**

I have read and understand the duties and responsibilities of this position. I have reviewed and agree to the contents of this position description and I am able to perform the job functions and meet the physical requirements without restriction(s):

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Date



# PHYSICAL REQUIREMENTS ANALYSIS

**Department:** Sanctuary

**Job Title:** Addiction Recovery Technician

**Index #** 125.31.8

Mark all responses using the following codes:

**N** = Never

**O** = Occasionally, represents 1 to 33% or 1 to 2 hour of an 8-hour workday

**F** = Frequently, represents 34 to 66% or 2.5 to 5.5 hours of an 8-hour workday

**C** = Continuously, represents 67 to 100% or 6 to 8 hours of an 8-hour workday

N	O	F	C	PHYSICAL ACTIVITY
		X		Walking
		X		Sitting/Standing
	X			Reaching: Shoulder height
	X			Above shoulder height
	X			Below shoulder height
X				Climbing
	X			Pulling/Pushing: 25 pounds or less
	X			25 to 50 pounds
X				Over 50 pounds
	X			Lifting: 25 pounds or less
	X			25 to 50 pounds
X				Over 50 pounds
	X			Carrying: 25 pounds or less
	X			25 to 50 pounds
X				Over 50 pounds
X				Crawling/Kneeling
	X			Bending/Stooping/Crouching
	X			Twisting/Turning
	X			Repetitive Movement

**PHYSICAL EXPOSURE:** (mark where applicable with "X")

Unprotected heights \_\_\_\_\_

Lighting: Bright \_\_\_\_\_

Dim \_\_\_\_\_

Mechanical hazards \_\_\_\_\_

Hazardous substances \_\_\_\_\_

Infectious diseases \_\_\_\_\_

Harmful physical agents:

Heat/Cold \_\_\_\_\_

Noise \_\_\_\_\_

Ionizing/non-ionizing radiation not likely

**ACCEPTABLE MINIMUM PHYSICAL ABILITY:**

\_\_\_\_\_ Good      x Correctable      \_\_\_\_\_ Blind

x Normal      \_\_\_\_\_ Impaired

x Normal      \_\_\_\_\_ Moderate Loss      \_\_\_\_\_ Deaf

x Good      \_\_\_\_\_ Fair      \_\_\_\_\_ Fair

x Good      \_\_\_\_\_ Fair      \_\_\_\_\_ Mute

**Vision**  
**Color Vision**  
**Hearing**  
**Manual Dexterity**  
**Talking/Speech**