

## HALFWAY HOUSE WORKER

Work in this class involves responsibility, within a shift time period, for the management, maintenance, and security of a small facility for the treatment of persons with alcohol or drug related problems. Employees may provide services to clients such as transportation and recreational activities. They may hold supportive and informational discussions concerning basic facts about substance abuse and referral services.

### I. DIFFICULTY OF WORK:

Complexity - During an assigned shift, employees are responsible for monitoring the activities of the residents including work assignments and enforcement of rules and regulations of the house. They provide guidance, support, information, transportation, and recreational services to residents pertaining to their individual needs. Through observation, and one-to-one interaction with residents, employees serve as a resource to the counselor concerning the progress of clients. They handle emergencies such as administering first aid and assisting residents to appropriate referral sources when emergencies occur. May be involved in housekeeping, cooking, and light maintenance and may purchase food and supplies, collect room rental fees, and monitor petty cash.

Guidelines - Employees follow set rules and regulations which govern operation of house and residents.

### II. RESPONSIBILITY:

Accountability - Employees must maintain order within the house which creates a pleasant environment for residents and surrounding neighbors.

Consequence of Action - Work is performed independently usually in a separate setting away from mental health centers or institutions. Employees are responsible for security of residents and house. The employees' input into client's progress affects goal achievements.

Review - Work is generally performed to relieve or assist at night or on weekends; therefore, function relatively independently. Work is reviewed formally and informally by the Halfway House Manager.

### III. INTERPERSONAL COMMUNICATIONS:

Subject Matter - Employees provide residents with basic information concerning substance abuse and its effects upon social, physical, and mental factors. It requires the employees' ability to motivate and increase the understanding of the resident to the effects of substance abuse.

Purpose - The employees encourage and influence the continued abstinence of the resident.

### IV. WORK ENVIRONMENT:

Nature of Working Conditions - Work is usually in a home-like setting, physically separated from the mental health center or institution.

Nature and Potential of Personal Hazards - In some cases, residents may become violent, dangerous, or require medical attention. Employees are exposed to mental or verbal abuse.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Knowledge of personal hygiene and common health policies. Ability to work with and maintain therapeutic attitude toward residents or patients who has physical/mental disabilities. Ability to read, write, and maintain records or reports. Ability to carry out instructions, initiate activities with residents, and give mental health and substance abuse information.

Minimum Education and Experience - Graduation from high school and a demonstrated ability to work with substance abusers; or an equivalent combination of education and experience.