



PROGRESS VALLEY, INC.
JOB DESCRIPTION FOR CHEMICAL DEPENDENCY TECHNICIAN

Open Position Announcement – Chemical Dependency Technician

Earn \$15+/hr AND incredible benefits! Progress Valley is looking for Chemical Dependency technicians to work full-time at our Men's facilities in Richfield and Minneapolis. We are looking for people to work overnights.

This job is perfect for someone new to the social service field and wanting to learn more! Also perfect for students! We have been providing quality substance use disorder treatment services to the Twin Cities for over 46 years and are excited to add new members to our rapidly growing team!

CD Techs:

- Maintain safety protocols and proper operation of the facility.
- Monitor residents' behaviors and report any concerns to clinical staff. Resolve conflicts and address crisis situations as appropriate. (Most clients asleep during overnight shift).
- Complete clerical tasks including filing, typing, and data entry.
- Assist clients in self-administration of their medications and document medication procedures.
- Complete light housekeeping and maintenance.

Requirements for the position:

- Must have a high school diploma or GED.
- Must have strong literacy and computer skills including: e-mail, internet, spelling, and grammar.
- Must be able to work independently and handle crisis situations appropriately.
- Must convey a professional image to clients and community.
- Must be free of any chemical use problems for at least one year.
- Must not have been in a chemical dependency treatment program for the past year.
- Must be able to pass a DHS background check and not be on probation.
- Must have a valid driver's license.

To apply – send a cover letter and resume to: showes@progressvalley.org