



PROGRESS VALLEY, INC.

JOB DESCRIPTION FOR CHEMICAL DEPENDENCY TECHNICIANS

Open Position Announcement:

Chemical Dependency Technicians

\$500 Sign on Bonus

Earn \$15+/hr AND incredible benefits! Progress Valley is looking for Chemical Dependency Technicians to work part-time or full-time at our three locations. We currently have openings for all shifts. Ability and willingness to work occasional overnights is appreciated.

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 45 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.

Benefits:

- Comprehensive benefits for staff scheduled 64+ hours/pay period
- Medical, Dental, .5% matched 401(k), Life Insurance
- Generous vacation plan and sick time
 - Vacation starts at 10 days the first year and 15 days the second year
 - Plus 2 floating holidays and 8 paid holidays
- \$500 signing bonus

Salary: \$15.00 to \$16.00 /hour DOQ

Please send all inquiries to PVemployment@progressvalley.org

An Equal Employment Opportunity and Affirmative Action employer

12/12/19