



**Hispanic UMADAOP**

<b>Job Title:</b>	Program Monitor	<b>Program:</b>	MPTS
<b>Department/Group:</b>	Treatment	<b>Travel Required:</b>	Variable
<b>Location:</b>	2202 Prame Avenue Cleveland, OH 44109	<b>Position Type:</b>	Part-time or Full-time available
<b>Supervisor:</b>	Clinical Director	<b>Work Time:</b>	Variable

**Job Description**

**Duties/Responsibilities**

- Possess an acceptance and respect for cultural diversity, sexual orientation, and religious backgrounds.
- Candidates must be able to work independently, demonstrate good listening and empathic skills, be able to multi-task and possess strong oral and written communication
- Must be willing to learn concepts of working with addicted and mentally ill clients
- Entry level position for individuals who have a strong desire to work with the addicted population
- Must have excellent work ethics
- Provide an array of services that support the recovery of clients in the CASA ALMA/CASA MARIA Program
- Be able to cultivate and maintain a therapeutic relationship with clients
- Serve as a role model for clients by demonstrating positive, proactive, and respectful communications
- Oversee the proper use of the equipment, supplies and inform the proper person when supplies or repairs are needed
- Coordinate and supervise patient recreational activities
- Supervise daily activities of clients and provide appropriate behavioral interventions as necessary
- Model and supervise program rules and values of MPTS/Casa Alma/Casa Maria
- Ensure adherence to program schedules
- Ensure that an alcohol and drug free environment is maintained
- Transport clients to various identified program locations
- Document and communicate appropriately with other monitors and clinical team
- Maintain client confidentiality complying with HIPAA (Health Insurance Portability and Accountability)
- Ability to drive a fifteen-passenger van
- Preferable bilingual English/Spanish
- Other duties as assigned by Clinical Director

**Work experience requirements:**

- Minimum one year experience working with clients who are chemically dependent
- Experience with documenting and writing reports
- Understanding of the Twelve Step Alcoholics Anonymous 12-Step Program



**Hispanic UMADAOP**

**Educational background:**

- High School diploma or GED,
- Must have valid Ohio driver's license and insurance
- Preferred Chemical Dependency Counselor Assistant (CDCA) or in the process of obtaining