

**SIERRA TRIBAL CONSORTIUM, INC.**

*610 W. McKinley Ave*

*Fresno, CA 93728*

*(559)445-2691*

**Job Posting**

**Job Title: Program Aide**

**Reports to: Clinical Supervisor**

**Position: Full-Time (Non-Exempt)**

**Salary Range:\$35,795-\$39,800**

---

**Job Description:**

Sierra Tribal Consortium, Inc. is looking for a fulltime Program Aide to provide services at our Fresno site. They will be responsible for the shift-by- shift supervision and maintaining program compliance of the client milieu and attending to client's essential needs while in drug and alcohol treatment. Will assist with staff coverage (day, swing and night), client transportation.

**Responsibilities**

- ☐ Providing support and supervision to clients, and enforcing STC, Inc house rules, policies and procedures
- ☐ Administering detoxification protocols (completion of vital signs and logging notes as required)
- ☐ Responsible for reading shift log and complete their own shift log and essential tasks contained therein by conclusion of shift.
- ☐ Transportation of client to appointments, meetings and activities making safety a priority while complying with the law and employee handbook
- ☐ Logging of new medications or medication changes, monitoring medication intake in accordance with STC policy and DHCS guidelines
- ☐ Supervise and teach clients with general household chores, cleanliness, food preparation and clean up as required.
- ☐ Ensures safety of clients at all times. Completes dorm, facility and vehicle checks.
- ☐ Communicate openly, inform staff and supervisors of any program concerns
- ☐ Light clerical duties such as; answering phones, directing incoming calls and visitors.
- ☐ Perform other duties as assigned.

**Qualifications:**

- Must possess a valid California Driver's License and provide a copy of DMV driving record
- If a recovering person, must have at least two years' continuous recovery
- Experience working in an alcohol/drug treatment or recovery home preferred
- Understand principles regarding ethics and client confidentiality (CFR 42, part 2, HIPPA)
- High school diploma or GED preferred
- Preference given to qualified American Indian applicants in accordance with applicable Indian Preference Act (Title 25 U.S. Code Sections 472 and 473) and the Indian Self-Determination Act, Public Law 93-638, provided the applicant has submitted acceptable proof of Indian Preference for employment which is to accompany the application if you are claiming Indian Preference.

**Skills:**

- Exercise professionalism at all times
- Excellent, written and oral communication skills
- Knowledge of Microsoft and Excel
- Detail oriented, precise, organized and proactive
- Ability to work independently and multi-task
- Time management skills

**Physical Requirements:**

- Prolonged periods sitting at a desk and working on a computer
- Provide services at multiple locations
- Standing for up to 15-20%
- Must be able to lift up to 30-50 pounds occasionally

**Company Benefits:** Life, Health, Dental and Vision Insurance; 403(b) Retirement; Vacation, Sick, Personal, Birthday, and Paid Holidays.

**To apply please submit a resume and complete an application onsite at the Fresno Location. This posting will remain posted until filled.**

**DISCLAIMER:** Sierra Tribal Consortium, Inc. operates under the legal doctrine of employment at will. The statements made herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.