

SIERRA TRIBAL CONSORTIUM, INC.

610 W. McKinley Ave

Fresno, CA 93728

Phone: (559) 445-2691 Fax: (559) 445-3125

Job Title: Program Aide I

Reports to: Program Aide Supervisor

Department: Clinical

Type: (Non-Exempt)

Salary Range: \$43,680-\$47,840

JOB DESCRIPTION:

A Program Aide I in the Sierra Tribal Consortium, Inc./Turtle Lodge residential treatment facility provides direct care, supervision, and support to residents, assisting with daily living skills such as attending to hygiene tasks, keeping a schedule, monitoring behavior, facilitating activities, enforcing rules, managing crises, handling documentation, and serving as a positive role model to help clients with their recovery and personal growth in a safe, structured environment

KEY RESPONSIBILITIES:

- Resident Support: Assist with personal hygiene, meals, laundry, and other daily living tasks; provide emotional support and companionship. Position may require some nights, weekends, holidays and on-call coverage.
- Supervision & Safety: Monitor residents constantly, ensure adherence to rules, conduct safety rounds, and respond to emergencies.
- Program Implementation: Help implement individual treatment plans, facilitate group activities, and support recreational/educational programs.
- Medication Observation: Observe medications as prescribed and maintain accurate medication records (MAR).
- Documentation: Maintain accurate logs, record resident activities, and document behavioral observations.
- Facility Maintenance: Ensure cleanliness, orderliness, and safety of the living environment.
- Role Modeling: Demonstrate positive behaviors, communication, and healthy routines for residents.
- Administrative Support: May involve answering phones, managing supplies, or assisting with client transportation.
- Perform other related duties, which may be inclusive, but not listed in the job description.

ESSENTIAL SKILLS:

- Patience, empathy, strong communication, multitasking, conflict resolution, crisis management, and maintain confidentiality.
- Ability to work with specific populations (e.g., substance use/abuse, individuals with history of trauma, co-occurring disorders).

QUALIFICATIONS:

- Must possess a valid California Driver's License
- If a recovering person, must have at least three 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, HIPAA)
- Prefer a person with a high school diploma or GED

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.

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- Ability to work a flexible schedule, including early mornings, evenings, weekends, and holidays, based on organizational needs.
- 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.

PHYSICAL REQUIREMENTS:

- Ability to sit, stand, and walk for extended periods of time
- Standing for up to 15-20%
- Must be able to lift up to 30-50 pounds occasionally
- Ability to communicate effectively in person, by telephone, and in writing
- Ability to operate standard office equipment including computers and phones
- Ability to interact with clients who may be in emotional distress or crisis situations
- Ability to perform duties in a residential or outpatient treatment environment

COMPANY BENEFITS:

- Health, Dental and Vision Insurance
- 401(k) Retirement
- Paid Vacation, Sick, Personal Leave and Birthday
- 11 Paid Holidays

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that I have received, read, and understand this job description and duties and requirements of the position. I understand that this is a non-exempt position, that I am entitled to meal and rest periods, and overtime pay in accordance with California law, and that my employment is at-will.

Employee's Signature:

Date:

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