



Job Title: Part-time AOD Paid Intern
Supervisor: Housing and Treatment Director
Date: November 2022

Department: Treatment
Compensation: \$19.71/hr 20 hours per week

Organizational Overview:

Restorative Partners, Inc. (RP) is a nonprofit organization that transforms lives impacted by crime through healing services and relationships. We believe in accompanying and supporting anyone affected by crime on their healing journey and to be an instrument of restoration and accountability. We believe that violence is never a solution to any problem and that every person is endowed with a sacred dignity, and is capable of changing, healing, and being restored. We believe that everyone deserves to be treated with respect and dignity. We believe that we can overcome violence with education, love, and compassion.

Job Overview:

Under the Supervision of the Housing and Treatment Director (HTD) the AOD Intern will provide support to day to day treatment operations i.e. groups, individual counseling sessions, intakes, SUD program curriculum, UA testing, documentation and compliance. All work is done with an understanding and practice of a restorative justice approach.

Essential Duties & Responsibilities

Key Responsibilities:

- Assist with new client intakes, including program orientation
- Assist with supporting clients in setting and meeting short and long term goals
- Support and maintain partnerships with all stakeholders (U.S. Probation, parole, community, resource providers, and RP staff)
- Oversee, record, and complete all assigned drug testing.
- Upload treatment and testing docs into Apricot
- Transmit information (progress, relapse, termination) to public and private agencies who request and/or require it. (i.e. courts, medical or legal personnel, and other partner agencies)
- Work with RP staff in creating life skill classes, financial literacy, social media safety training, restorative
- Collaborate with RP Staff in restorative justice programming, referrals for mentoring, system navigation, 12 step programming, spiritual counseling, etc.
- Train to use ARMS & Apricot database entry, uploading documents and reporting.

Requirements

- An understanding, experience and passion for working with the challenges and needs of U.S. Probation and CA parolee population
- Must be in an accredited Addiction Studies Program
- Ideal candidate will be in active recovery
- Experience and/or awareness of working a 12 Step Program
- Drug and Alcohol Certificate or Degree in progress

- Must attend RP orientation and on-boarding
- Must complete all paperwork necessary to attain 90 day provisional clearance
- Organized with attention to detail and accuracy
- Strong oral and written communication skills
- Proficiency with Microsoft Office and google docs preferred
- Must obtain clearance and can not be on parole or probation
- Must follow mandatory Vaccination Policy

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. This position requires the ability to occasionally lift up to 20 pounds.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acknowledgment

I acknowledge that I have read the job description and requirements for the _____ position and certify that I can perform these essential functions.

Applicant/Employee Signature

Date

Restorative Partners is an equal opportunity employer and does not unlawfully discriminate on the basis of race, creed, national origin, disability, sex, gender identity, marital status, age, or any other protected status covered by federal or state law.

This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change.