

JACKSON AREA COUNCIL ON ALCOHOLISM AND DRUG DEPENDENCY

POSITION NAME: CARE COORDINATOR
CLASSIFICATION: NON-EXEMPT
SUPERVISED BY: CLINICAL DIRECTOR
HOURLY RATE: \$15.00
SHIFTS: MUST BE ABLE TO WORK:
EVENINGS, WEEKENDS, AND HOLIDAYS
Other shifts may be assigned based on availability*

DUTIES AND RESPONSIBILITIES:

- Driving agency vehicles to provide required transportation for clients in treatment and running unit errands.
- Drive agency vehicle as necessary for the procuring of unit supplies.
- Supervise daily routine cleanup of Residential Unit and outside area.
- Responsible for the assignment, orientation and supervision of clients in facility cleaning tasks.
- In coordination with Maintenance, dispense to clients supplies such as toilet paper, garbage bags, cleaning supplies, service towel cabinets, liquid soap and hand lotion dispensers as needed.
- Maintain disinfecting solution and cleaning supplies in agency restrooms in accordance with the agency AIDS Hygiene Policy.
- Responsible for Technician Station, med counts and CINA's as needed.
- Maintain cleanliness of agency vehicle.
- Must be available to perform drug screens as instructed not only JACOA residential clients, but also male persons that come to JACOA for drug screens only.
- Other duties as assigned by the Director of Treatment

QUALIFICATIONS

- Must have a valid Tennessee Drivers License (preferred 'F' endorsement)
- Must have a high school diploma or GED or equivalent work experience
- Demonstrated ability to work effectively with persons of different ethnic, racial and social backgrounds
- Maintain a working telephone