



## **Job Description**

### **Residential Treatment Assistant**

#### **Transitional Living Program for Women**

The Mountain Center's Transitional Living Program for Women supports women with co-occurring disorders who seek support in their recovery. This program is located in Pena Blanca NM which is 30 minutes south of Santa Fe and 40 minutes north of Rio Rancho.

The Residential Treatment Assistant (RTA) position provides direct supervision and protection to a maximum of 16 women and 4 children. Employees working an average of 40 hours per week with full time benefits.

The Residential Treatment Assistant (RTA) facilitates and supports the social, emotional and wellbeing of clients. The RTA develops a sense of community among clients and actively participates in the residence life system. The RTA serves as a positive role model to the clients as well as enforces the rules and policies of The Mountain Center's Residential Recovery Program for Women.

#### **Responsibilities**

- Assist with and monitor daily living skills (cooking, cleaning, routines, etc)
- Assist with supportive implementation of individual treatment plans of clients
- Provide constant supervision of residents' behaviors and interactions at all times
- Encourage socially acceptable habits and behaviors
- Encourage positive relationship building in a safe environment
- Support and assist team members in crisis situations
- Administer first aid as needed
- Provide assistance with Self-Administration of Medications as needed
- Transport residents in a company vehicle to and from necessary appointments
- Effectively and professionally manages relationships with all clients/participants and staff
- Maintain an emotional and physically safe and trauma informed working environment
- Work assigned shifts (day or night)

#### **Qualifications**

- High school degree, equivalent or higher
- Must be at least 21 years of age
- Possesses the mental resolve to deal with complex, highly emotional and/or stressful situations

- Must have a valid NM driver's license
- Must be able to pass a background check
- Ability to communicate clearly verbally and in writing

**Preferred Qualifications:**

- Bilingual, English and Spanish
- Certified Peer Support Worker (CPSW) or Comprehensive Community Support Services (CCSS) or Community Support Worker (CSW)
- Experience working with infants and children
- Experience directly related to the duties outlined above and Preferred 1 year of experience working with similar populations

The position provides 40 hours of work per week with benefits. Pay is between \$16 and \$20 an hour with full benefits. Benefits offered - paid time off, sick leave, 12 holidays health insurance, dental/vision, and 401k retirement.

The Mountain Center is an Equal Opportunity Employer. Our work centers around people of color, individuals in recovery, and other marginalized communities. Therefore, we strongly encourage people with these identities and from these and other marginalized communities to apply.

Please send a cover letter, resume and application to [jobs@themountaincenter.org](mailto:jobs@themountaincenter.org)