



Job Description

Residential Treatment Assistant

Aspen House Women's Recovery

The Mountain Center's Aspen House Women's Recovery supports women with co-occurring disorders who seek support in their recovery. 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 or as per the agreed amount of hours per week.

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 Aspen House Women's Recovery.

Reports directly to: Program and Clinical Manager

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Residential Treatment Assistant

- 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)
- All duties as assigned by supervisor

Core Competencies

- Effectively manage own time to get work documentation and job responsibilities completed
- Report to work meetings, shifts and activities prepared and on time
- Capable of handling disruptive behaviors in a calm and professional manner
- Co-facilitate educational groups, if needed
- Setting boundaries and using fair, consistent expectations
- Respect and work effectively with individuals of diverse cultural, socioeconomic and ethnic backgrounds

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
- Ability to remain diplomatic when the political climate interferes with program goals and objectives
- Ability to be client and mission-centered
- Ability to communicate in English, both verbally and in writing
- Ability to email and write reports
- Ability to maintain highly confidential information in a professional manner (in accordance with federal HIPAA and 42 CFR part 2 regulations)
- Knowledge of basic computer functions, (Microsoft word, Excel, Internet)
- Must have a valid NM driver's license
- Must be able to pass a background and drug screen – No history of child abuse or neglect
- Ability to communicate clearly verbally and in writing

Preferred Qualifications:

- Bilingual, English and Spanish
- CPR/First Aid
- College Degree
- 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

Physical Requirements

- Use of abdominal and lower muscles to support residents if necessary
- Ability to walk up and down a flight of stairs daily
- Ability to stand from kneeling position without assistance

Equal Employment Opportunity: The Mountain Center provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

Americans with Disabilities Specifications: The position is primarily in an outdoor setting working out of a motor vehicle, requiring long periods of standing and walking in and out of a vehicle. This position also requires some sitting at a desk in front of a computer. Presentation and

community outreach tasks may require the employee to sit or stand for long periods of time. Extensive travel, typically by automobile; must be comfortable driving on unpaved/uneven roads and in inclement weather, during sunrise/sunset and in the dark. Employee must have the ability to clearly communicate in person and on the telephone in the decibel range of normal conversation levels. Employee must be able to hold a pen, type and grasp documents. The position requires the ability to safely lift 50 pounds unassisted.

Work Environment: Office environment and motor vehicle travel. requires physical acumen lifting up to 50 lbs (may ask for assistance for lifting any on to a shelf), walking, and standing throughout the work day.

Equipment Used: Personal computer and standard office equipment (phone with voicemail, fax, copier, scanner ten-key calculator) and vehicles.

Job Responsibilities Notes: The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. The Mountain Center may change the specific job duties with or without prior notice based on the needs of the organization.

ACKNOWLEDGEMENTS	
Creation Date: February 10, 2021	Updated Date: March 2026
Employee: I have reviewed this job description and acknowledge receipt.	
Signature:	Date:
Supervisor: I have approved this job description and reviewed it with my employee.	
Signature:	Date:
Executive Director	
Signature:	Date:

The signed acknowledgment will be sent to Human Resources for inclusion in the personnel file.