

AICDC Withdrawal Management  
Job Description

**Health Care Assistant**

Department: Withdrawal Management  
Reports to: Licensed Nurse on Duty/Charge Nurse  
Nursing Supervisor

**Position Summary:**

The Health Care Assistant (HCA) will work closely with clients and other HCAs, not limited to but including: reporting necessary information to nurse on duty, making sure station checklist and assigned duties are complete. Assumes the responsibility of keeping the triage area safe and professional. Provides compassionate, quality client care. Assist with other duties assigned by the lead health care assistant, nurse on duty and charge nurse.

**Responsibilities:**

- Assist with client admissions by completing the client admission intake.
- Taking client vitals
- Monitor client status by making hourly unit rounds, taking vitals per policy and as requested, documenting client information and report findings to the nurse.
- Follow unit policies and procedures.
- Maintains a professional environment
- Perform any duty of which the employee is capable, as requested by management, which is reasonable and in the interest of AICDC and its clients.
- Complete all duties as assigned on the duty roster and nurse on duty.
- Attend and participate in training provided for the Withdrawal Management staff at a minimum of 15 hours per year.

**Physical Requirements**

- **Physical Agility:** Must be able to initiate or participate in physical restraint of a client.
- **Lift and/or Carry:** Must be able to assist in lifting a client and/or assist in carrying a client to another areas, potentially 25 -100+ pounds.
- **Stooping/Kneeling:** Must be able to administer first aid procedures/CPR for an extended period of time if required.
- **Push/Pull:** Must be able to move a client, bed, or chair to open doors.
- **Climbing:** Must be able to climb three flights of stairs in case of emergency evacuations.

**Position Requirements:**

- High School graduate or equivalent
- Demonstrate problem solving skills and communication skills
- Sensitive to the needs and issues of the chemically addicted, homeless, unemployed and cultural diverse client population
- Able to take direction from a variety of personnel
- Capable with computers
- Pass MDHS background check
- Six (6) months freedom from Chemical Use/Abuse problems
- Must remain free from chemical use problems as a condition of continuing employment and will be terminated from employment immediately once chemical use problems arise.

*\*Preferences*

- Six (6) months of direct client/patient care desired
- Have Electronic Medical Records knowledge

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Health Care Assistant

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Date of Employment

10/24/2018