

CHEYENNE RIVER SIOUX TRIBE
LAW ENFORCEMENT
SOCIAL DETOXIFICATION UNIT
DETOX ASSISTANT

DESCRIPTION OF WORK

General Statement of Duties: Performs all duties associated with safety, security, and efficient operation of the Social Detox Unit. Responsible for orientating residents to the rules and regulations of the program.

Supervision Received: Works directly under the supervision of the Detox Coordinator.

Supervision Exercised: Directly supervises all residents housed in the Social Detox Unit.

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Conducts and documents room checks on a random hourly basis.

Conducts resident counts at the beginning and ending of each shift.

Accompanies residents to meal service, recreation activities, visiting activities, etc.

Ensures that each resident understands the rules and regulations of the Social Detox Unit. Responsible for the discipline of the residents and ensures that any resident grievance is handled appropriately.

Reviews resident records on a daily random basis.

Verifies all required paperwork has been received on all residents and is in proper order.

Completes a daily room inspection for cleanliness and contraband within the Social Detox Unit.

Supervises the exchange of linens, clothing, and bedding for the Social Detox Unit.

Completes random safety and security inspections of the Social Detox Unit.

Provides physical assessments to the residents committed to Social Detox Unit following the Social Detox Unit's policy and procedure manual.

Assists the Detox Coordinator in developing individual plans that provide continuous quality and improvement for the committed residents and documents services received by the health care provider within the time frame specified.

Assists the Detox Coordinator in making periodic reviews of the Social Detox Unit Policy and Procedures Manual, to enhance the treatment of residents suffering from alcohol or substance abuse.

Must attend the Indian Police Academy's Basic Detention Officer Training Program within one year to maintain or improve competencies needed for the successful completion of the position's duties and responsibilities.

Maintains the confidentiality, as well as protecting the sensitive information regarding residents, staff and the program.

Assists the Detox Coordinator in identifying staff counseling.

Assists the Detox Coordinator in the completion of quarterly, annual and other reports as required for contract and program reporting purposes.

Insures all equipment and supplies are functional and available to staff.

Implements the Social Detox Unit's health plan (including job functions and responsibilities of health care providers, emergency health plan, resident health care plan, etc.) with Indian Health Services and Tribal Health Services.

May be required to travel and transport inmates to Indian Health Services for medical treatment and to other medical and Law Enforcement Facilities, as ordered by the Chief of Detention.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: A working knowledge of detoxification and its mental and physical effects. Knowledge of American Indian cultures and traditions, understanding of the reservation life and the Tribal Government and the ability to help people express their ideas and emotions. Skills to provide counseling to residents in an institutional setting. Ability to plan, organize and coordinate detention practices, as they pertain to the Social Detox Unit. Ability to enforce and maintain institutional rules to safeguard facility security. Possess adequate computer and word processing skills pertaining to word-perfect e-mail. Ability to communicate effectively verbally and in writing.

Education: High School diploma or GED equivalent.

Experience: One year of continuous experience in the treatment of alcohol/substance abuse is preferred.

Special Requirements: Must be 21 years of age. Must possess a valid state driver's license. Incumbent is subject to CRST Drug and Alcohol Testing Policy. Incumbent is subject to Tribal/Local, State, and Federal background checks.

Revised Date: 06.17.2013