

July 30, 2010

**PROJECT RENEWAL
MEDICALLY SUPERVISED OUTPATIENT WITHDRAWAL SERVICE**

JOB DESCRIPTION: MEDICAL AIDE

OVERVIEW: The Medically Supervised Outpatient Withdrawal Service (MSOWS) of Project Renewal is a 30-bed medically supervised detoxification facility. Clients spend between 7-21 days in the program where they receive part-time medical supervision from an RN an LPN and a MD as well as ongoing counseling and referral services.

REQUIREMENTS:

High School Diploma/GED required. Proficiency in Word, Excel and general knowledge of computer databases preferred. Experience working with homeless or substance abuse clients a plus. Must be able to read and write legibly, as well as file alphabetically. Spanish speaking a plus but not required. Must be able to function as a member of a multidisciplinary team.

RESPONSIBILITIES:

Process new intakes in the computer system.
File documents and organize client charts.
Help maintain quiet and safety for clients and staff.
Provide structure for clients and organize client activities.
Assist nursing with care of clients.
Clean and sterilize discharged beds.
Do laundry and serve meals.
Assist with general upkeep of facility.
Escort clients to hospitals and/or clinics as needed.
Any other duties as assigned.

Medical Aides will be supervised by the Program Coordinator.

CONTACT:

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