



## CETPA RSS (Recovery Support Staff)

### **CETPA is a Drug Free Workplace (Pre-Employment Drug Screen Required)**

CETPA, Inc. is Georgia's only Latino behavioral health agency licensed by the State and nationally accredited by CARF to provide integrated outpatient mental health and substance abuse services in English and/or Spanish.

CETPA, Inc. is a nonprofit organization dedicated to providing affordable, linguistically and culturally appropriate substance abuse and mental health treatment and prevention services to the Latino community in Georgia.

[www.cetpa.org](http://www.cetpa.org)

CETPA, Inc. is currently recruiting full time **bilingual/bi-cultural Recovery Support Staff**.

Competitive salary with language incentive pay and generous benefit package available based on work experience.

### **REQUIREMENTS**

- 1. Must be able to write, read, speak and comprehend English and Spanish.**
2. Must work well under pressure and act as problem solver and team player.
3. Must be computer literate on Microsoft Office, Excel, Access and Windows applications. Must have excellent human relations skills, having dealt with a variety of customers and employees
4. Submission to a fingerprint criminal background check whose results allow employment with the organization.
5. Submission to a pre-employment drug screen and TB screening
6. If claims to be recovering from chemical dependency – must have at least five years of sobriety/clean time.
7. Must understand and be willing to adhere to all team member policies, procedures, and processes included in the Team Handbook and the Patient's Right Handbook.
8. Must have full insurance coverage on the vehicle used to work.

### **Education, Licensing and Supervision**

Bachelor's degree in counseling or related field; and/or in social services experience; Medicaid billing and service delivery preferred.

### **Specific Duties –**

1. Consists of rehabilitative, and community support and resources coordination considered essential to assist the child and family in gaining access to necessary services and in creating environments that provide recovery and support the emotional and functional growth and development of the child.

2. Following and assisting clients with the implementation of *targeted interventions* that promote recovery.
3. Service and *resource coordination* to assist the consumer and family in gaining access to necessary rehabilitative, medical, social, and other services and supports.
4. Assistance with *developing skills* for youth to self-recognize emotional triggers and self-manage behavior related to the child's emotional disturbance.
5. Safe transportation of clients will be indicated when transportation protocol is followed. (RSS will have full insurance coverage on the vehicle used for work)
6. Documentation must be completed in a timely manner and in compliance with DHR guidelines by using the G (Goal), I (Intervention), R (Response), and P (Plan). Notes will be reviewed consistently by the Treatment Coordinator.
7. *Strength Based interventions* should be thoughtful, creative and directly related to the consumer's individual target behavior and related back to their treatment plan.
8. Family members are actively contacted and encouraged to provide input into the rewards and /or consequences provided to their youths.
9. Provide scheduled face to face with client at least once a month in the community.
10. Maintain a positive attitude toward all clients and their families.
11. Facilitate two (2) skills training groups a week; Parent group and Seven Challenges; meet minimum standards of productivity as established by the COO and Clinical Director.

---

If you meet these qualifications, and those of the Job Description below, please send your resume to Elhy Solis at [esolis@cetpa.org](mailto:esolis@cetpa.org)

On the "Subject Line", please write RSS Position.