



At Insight Recovery Center, our focus is on healing the individual—mind, body, and spirit by offering holistic and evidence based addiction treatment. Privately owned, our founders are clinicians with over 17 years of experience who take an integrative and mindfulness-based approach to healing.

If you have a passion for helping others and are looking for a rewarding opportunity on a supportive and fun team we would love to hear from you! Our employees are our greatest asset and we pride ourselves on offering a living wage.

Role and Responsibilities

The Recovery Support Specialist (RSS) provides direct support to clients and observes all client activities, maintains a visible presence on the clients at housing and outside activities. The RSS is responsible for transporting clients to scheduled appointments and activities using company vehicles.

- Responsible for the observation, reporting and management of clients at client housing
- Completing progress notes for assigned shift using EMR system
- Conducts Intake of new clients
- Take and document vital signs of clients
- Observes and conducts urine drug samples and alcohol swab tests
- Observes self-administration of medication and documents in EMR system
- Transports clients to all scheduled outside meetings and appointments
- Supervises client during all activities
- Complete incident reports as necessary
- Participate in staff meetings as needed
- Light cleaning as assigned
- Maintains and adheres to all policy and procedures respecting confidentiality of client's rights, anonymity, communication either written or verbal regarding client's identity and situation
- Maintain appropriate boundaries and ethical behavior with clients, families and other professionals
- Communicate rights and expectations for behavior to clients in a consistent and respectful manner



Qualifications and Education Requirements

- High School Diploma or Equivalency
- 1 year experience in human services field preferred
- **Must be at least 21 years old with a valid driver's license, 4 years driving experience and no major violations in the past 3 years**
- CPR/FA certification (agency will be provided if needed)
- NCI+ Certification (agency will provide training if needed)

Competencies

- Knowledge of HIPAA Law
- Ability to manage shifting priorities
- Knowledge of 12 step programs a plus

Applicants please email your resume to: Amanda Fleming
office@insightrecoveryasheville.com