Tellurian, Inc. is seeking Human Service Assistants to work at the Teresa McGovern Adult Residential Treatment program, serving consumers who have substance abuse and mental health disorders.

MISSION:
Tellurian’s mission is to provide essential social services to individuals with mental health, substance abuse or co-existing conditions, in addition to providing services to the homeless with mental health and/or substance abuse problems.

POSITION SUMMARY:
Under supervision, the Human Services Assistant is responsible for assisting with the daily functions of the program, working closely with team members. The Human Services Assistant, following AODA/Mental Health program policies and procedures, provides direct services to clients, and following through on previously determined AODA/Mental Health goals. The Human Services Assistant must conduct themselves in an ethical and professional manner in keeping with program and company philosophies and policies. High quality professional relationships as exemplified by honest, respect and fairness must be maintained at all times. The shift times for this position are 4:00pm - 12:30am.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:
- Maintain familiarity with client AODA/Mental Health treatment/service plans and assist in follow through of same.
- Maintain all required certifications.
- Intervene in AODA/Mental Health crisis situations.
- Maintain effective working relationships with members of program team.
- With direction, assist in referring clients to appropriate AODA/Mental Health services.
- Assist clinicians/supervisors, when directed.
- Plan and participate in program groups, recreation, and other activities with the staff, as assigned.
- Perform all other duties deemed appropriate by the supervisor.
- Maintain a safe, secure, clean environment for clients and staff.

QUALIFICATIONS:
- Minimum qualifications are a Bachelor's Degree in health/social services, OR High School Diploma/GED or equivalent
- Two years paid experience in a similar position

SKILLS & ABILITIES:
- Documentation in case and program records is required. Therefore this position requires an individual who has good written and oral presentation skills.
- The position requires a working knowledge of MS office, Word, Excel, and Power Point programs.
- The position requires approximately 66 hours of initial training to meet licensing standards. Required training is summarized on a checklist available at the time of orientation.

CERTIFICATIONS:
- It is preferred that employee seek licensing as a Substance Abuse Counselor in Training.

OTHER:
- Position must pass a criminal background check and be free of offenses prohibiting employment under HSF12 at the time of employment, and every four years thereafter.

Please apply online at https://www.jobsinmadison.com/j/21343090