



**SOJOURNER  
HOUSE**

## **Job Announcement: Full-Time PROGRAM AIDE**

The **Program Aide** provides residents in recovery, and their children, with awake, 24-hours per day, 7-days per week, supportive services including education, guidance, monitoring and supervision of daily activities to ensure safety and adherence to program rules, regulations, and guidelines. Program Aides demonstrate and implement the Sojourner House philosophy, principles, and procedures assuring quality in all facets of performance.

### **REQUIRES**

- Full-time, **flexible and open availability** to work 40 hours per week, varied shifts, as scheduled by the Operations Coordinator.
- Associate's Degree/Some College Preferred. High School Diploma/GED required.
- Current/valid Driver's License and ability to drive a 12 passenger van to escort residents within the East End and surrounding communities.
- Knowledge of 12 step, faith-based, recovery programs, D & A, and/or residential programs desired.
- At least one year of applicable work experience. Internal candidates preferred.
  - Ability to accurately complete written documentation, monitor medications, and administer drug tests/urine collection.
- Excellent communication skills to establish and maintain good will and good working relationships.
- Demonstrated leadership, reasoning, and positive problem solving skills.
- Excellent time management skills, i.e. ability to prioritize and complete all assigned tasks.
- Adeptness at crisis intervention and able to assist in potential emergency situations.
- Cultural respect, sensitivity, and the ability to maintain the highest levels of confidentiality.
- Physical ability to frequently climb stairs, bend/stretch, and lift/carry a 35 pound child.

### **SPECIAL CRITERIA**

- Because of program treatment philosophy, persons identified with - or who have been diagnosed with - an alcohol or other drug dependence must be abstinent for at least two years prior to employment and remain abstinent throughout employment. All candidates must be willing to adhere to the Substance Abuse/Drug Free Workplace policy including pre-employment screening.
- Ability to acquire/maintain Act 33/34 & FBI clearances (employer reimbursed.)
- Must obtain annual TB (PPD) testing (employer reimbursed.)
- Must attend and participate in all required training.

*Sojourner House offers a competitive salary and excellent benefits.*

**QUALIFIED CANDIDATES ARE INVITED TO SUBMIT A RESUME AND A BRIEF EMAIL/COVER LETTER TO SOJOURNER HOUSE HUMAN RESOURCES AT [KHIGHTOWER@SJHPA.ORG](mailto:KHIGHTOWER@SJHPA.ORG) FOR IMMEDIATE CONSIDERATION.**

*Sojourner House, Inc. is an Equal Opportunity Employer.*