

Anderson House is seeking part-time female Residential Aides for weekends including the day and overnight shifts. Anderson House provides a wonderful space for women in recovery located in beautiful Whitehouse Station on a spacious property.

Anderson House is an established halfway house and transitional residence program serving women from all New Jersey counties. Anderson House is committed to serving all women regardless of their ability to pay. Everyone at Anderson House is dedicated to making it the premier program in the state. We take great pride in the work we do helping women build new lives for themselves and their children.

#### Responsibilities include:

- Resident support and supervision
- Driving company van/transporting residents to and from work
- Act as a positive role model for residents
- Act as an integral member of the clinical team by supporting clinical interventions and treatment plan goals.
- Monitor clients' self-administration of prescription and over-the-counter medications
- Provide transportation for clients where and when indicated.
- Assist clients in the planning, purchasing and preparation of weekly meals.
- Educate and monitor client participation in Daily Living Skills.
- Respond appropriately to all crisis situations.
- May conduct groups as directed by supervisor.
- Conducts random drug screens when so directed.
- Keep accurate documentation regarding client responses and behaviors. Alert clinical staff to any significant occurrences.
- Assist when needed with admissions and discharges.
- Additional hours may be available
- Other duties as assigned

#### Anderson House Operations

Ensure that policies and guidelines are observed individually and collectively.  
Act as the Food Safety Supervisor to ensure the safe handling and storage of food.  
Complete incident reports of any unusual occurrences and submit to appropriate supervisors.

**EDUCATION:** Minimum High School diploma or GED required.

**EXPERIENCE:** Knowledge of 12 Step Programs.

One-year experience working in a substance abuse treatment facility preferably with some administrative skills. Valid license and satisfactory driving required.