



**Part-Time Male Drug Screener/Transporter/Admin Assistant
Morgan County Day Report Center
77 Fairfax Street, Berkeley Springs, WV 25411**

**19.5 HOURS PER WEEK
HOURS MAY VARY TO INCLUDE EVENINGS**

KIND OF WORK:

Recovery is a process of change whereby individuals work to improve their own health and wellness and to live a meaningful life in a community of their choice while striving to achieve their full potential. The Drug Screener, Transporter, Admin Assistant will provide drug screening to male clients and provide transportation for Day Report Clients. This position will also provide administrative support on an as needed basis.

EXAMPLES OF WORK:

1. Provides transportation to and from recovery meetings in the community.
2. Transport clients using County vehicle.
3. Provides drug screening to male clients
4. Provides admin support to the DRC Director and Peer Recovery Coaches
5. Performs related work as required.

QUALIFICATIONS AND REQUIREMENTS:

1. High School Diploma or equivalent.
2. Ability to work within the community and to use available resources.
3. Computer skills, including but not limited to Microsoft Word and Excel.
4. Ability to maintain strict confidentiality.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

Cations

SPECIAL REQUIREMENTS:

1. Possession of a valid driver's license.
2. Special interest in and enthusiasm towards helping individuals overcome their addiction problems.
3. May be required to work evenings and Saturday morning.

Reasonable accommodations may be made to enable individual with disabilities to perform the essential tasks.

ADDITIONAL INFORMATION FOR APPLICANTS

APPLICATION FOR THIS RECRUITMENT:

All applications for vacancies with Morgan County Government must be submitted to the Morgan County Commission on or before the date specified on the front of this announcement. An application may be rejected if it is not complete or is received after the specified closing date (we do honor post-mark date on applications submitted by postal mail). Each applicant will be notified by mail regarding the selection process. Morgan County does not reimburse travel expenses incurred to attend a scheduled interview.

EXAMINATION PROCEDURE:

The kind of examination/screening for positions announced will vary with each position and may include:

- an evaluation of training and experience
- personal and/or group interview
- written and/or spoken examination(s)
- performance test(s)
- a background investigation
- a physical examination*and
- a drug test*.

*These examinations are administered after offer of employment.

PROBATIONARY PERIOD:

Morgan County is an "At-Will" employer. However, new employees normally serve a probationary period of six (6) months before attaining regular status. The length of the probationary period may vary depending on the position and may be extended depending on performance. The probationary period is considered part of the examination process to determine the employee's fitness for the position in which he/she was placed.

MORGAN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER