



## **Health Services Technician**

Department: Support Services | Reports to: Health Services Coordinator

The Northwest Regional Re-entry Center (NWRRC) is a non-profit organization which has been in continuous operation since 1964. We operate a 150-plus bed residential re-entry center and provide transitional services to offenders re-entering society from incarceration, for probation clients serving sanctions for violations of their supervised release, and for those under community restoration orders. Our mission is to support, educate and encourage our residents, while they do the work necessary, to develop and implement an Individualized Program Plan that guides them in the successful transition back into their communities/families including finding employment and housing, without reoffending. We are also committed to assuring constant supervision, providing structure for accountability and as a result, protecting the community.

### **Our Position:**

We are seeking an individual with a passion for providing high quality service in a residential and community setting to fill a **full time Health Services Technician** position. This is a new and exciting role with our organization.

The Health Services Technician is considered a critical element in the accountability and support of residents transitioning through our program due to the higher number of medical, mental health, and substance abuse concerns. This position provides assistance and support to Health Services, Mental Health, Case Management and Security to provide overall medication management and urinalysis management.

### **Responsibilities:**

As an overview, this position will be responsible for dispensing prescribed medications to our residents, tracking prescriptions for medication compliance, tracking and recording the movement of medications, documenting and reporting appropriate information, ordering supplies as necessary, and conducting observed urinalysis tests as a backup to Security staff.

#### Medications:

- Ensures that all medications received at the facility are logged in and accounted for
- Ensures that medications are controlled and dispensed according to prescriber instructions
- Dispenses medications at scheduled times and dispenses off-schedule as needed
- Assists residents with self-administration of medications per protocols
- Manages medication audits
- Manages medication supplies and disposal
- Assists with Health Services orientations for all new residents as necessary, to support the Health Services Coordinator

#### Urinalysis:

- Assists with administrative work related to UA process
- Serves as a backup for administering and observing resident UAs

- Assures chain of custody compliance prior to submission for testing
- Prepares samples for delivery to courier
- Ensures universal precautions for handling urine samples are adhered to
- Manages UA supply and disposal

Other:

- Serves as a backup to Health Services Coordinator
- Observes, reports and documents concerning resident behaviors and interactions
- Other duties as assigned

### **Qualifications:**

This position requires keen attention to detail, strong documentation and writing skills, strong communication skills, basic math skills, ability to work under pressure, and ability to work with a diverse resident population. Experience in a healthcare, corrections, or similar environment is required. Prior experience dispensing medications and/or medication management is required, or relevant education/training. Familiarity with issues specific to addiction and recovery preferred.

- **Schedule:** This position is anticipated to be full time, Monday through Friday, with anticipated availability needed between 10:00am and 7:00pm. However, this position must be flexible with schedule as needed.
- **Clearance:** All candidates and staff must pass a state and federal background investigation, as well as a pre-employment drug test. Under our federal contract, testing positive for marijuana/THC is a disqualifier. This positive requires a valid Driver's License and acceptable driving record.
- **COVID-19 vaccination:** For the ongoing safety of our staff, residents and public, all staff are required to be fully vaccinated against COVID-19. Proof of vaccination is required upon hire.

### **Environment:**

The Health Services Technician will have daily, high-intensity, face-to-face contact with residents, and daily interaction with other departments. The intensity of contacts with residents can cause stress. The environment of a community correctional facility can often be tense, and requires a contained, professional demeanor. Experience and maturity is required to manage adequately the pressure of this environment.

### **Benefits:**

We offer great benefits and perks to our full-time staff. Here are some highlights on what we offer:

- **Pay:** Generous merit-based increases and annual cost of living adjustments (COLAs), budget-permitting.
- **Medical, dental and vision:** NWRRC pays 100% of the premium cost for the staff member.
- **Retirement:** NWRRC offers an employer-funded SEP-IRA retirement plan. After 1 year, staff receive a 7% employer contribution into their account on a quarterly basis. You can contribute on your own if you want, but NWRRC will still contribute the 7%.
- **Time off:** All fulltime staff receive 6 days of PTO on January 1st (prorated for those hired after the beginning of the year), specific departments receive an additional 6 days of PTO July 1st, and all fulltime staff accrue up to 12 days of additional vacation and 12 days of sick time annually, to start.
- **Tuition Assistance:** Staff who are working on a degree or certificate in a related field of study can apply for this program. NWRRC will cover up to 50% of eligible tuition and course fees.

- **Fitness:** We will pay staff up to \$50 monthly for going to the gym/exercising.
- **Free Meal:** Staff who work over meal service can eat for free from our cafeteria. We have a great food service program!

### **How to Apply**

For consideration, submit a resume and cover letter describing your interest and how you meet the qualifications. Email your submission to Jessica, HR Specialist, at [jessicad@nw-rrc.org](mailto:jessicad@nw-rrc.org).

Thank you for your interest in joining our team!

*NWRRRC provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.*

Northwest Regional Re-Entry Center  
6000 NE 80th Ave  
Portland, OR 97218