

Position Title: Direct Care Staff

Adult and Teen Challenge Northeastern Wisconsin

Position Title: Direct Care Staff – Long Term Program

Summary: Supervise clients in daily duties and activities, working under the direction of the Program Director, in a faith-based, 12-month residential rehabilitation program setting.

Classification: Hourly, Non-exempt

Reports to: Program Director

Essential duties and responsibilities:

Client supervision

- Lead and supervise clients during all duties and activities during the course of the work shift.
- Assist in performing client intake and discharges.
- Monitor the self-administration of all prescription medication, non-prescription medication and vitamins to clients.

Relationship building

- Develop healthy relationships with the clients in the program, maintaining appropriate boundaries, and being a role model and mentor to them.
- Love, serve, and respect the clients, at the same time being firm and directive; pointing them toward their personal goals.
- Provide spiritual care to program clients. This may involve praying with clients, leading devotions, and/or assisting with memorization of Bible passages, all upon client's request.
- Assist clients in difficult or emotional situations or circumstances that may arise on a daily basis.
- Confront clients as needed about behavior or attitudes that are unhealthy, destructive and out of line with biblical and program standards.
- Model, as well as enforce all rules in such a way that the rules teach the clients according to biblical principles and program guidelines.

Documentation

- Gather all pertinent information concerning infraction of program rules/regulations and write detailed, specific discipline reports concerning the infraction and report to the Program Coordinator.
- Assist the Spiritual Care Coordinator with lecture classes and GSNL/PT, monitoring, grading, and reviewing papers if needed.

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- Prepare records of activities as required including logs, inventories and Incident Reports.
- Update each client's medication log with dosage, time administered and signatures.

Client Transportation

- Maintain a driving record that is acceptable to Adult & Teen Challenge of Northeastern Wisconsin's insurance carrier.
- Safely transport clients to all program functions, appointments, and outside activities, exhibiting driving skills that inspire trust and confidence from clients.

Other duties

- When instructed to do so, complete client room search and document findings of any contraband.
- When instructed to do so, provide drug and/or alcohol tests for clients and document the results.
- Maintain regular building security checks and record the security checks in the facility log (more specifically to overnight staff).
- Monitor evening lights out, and conduct morning wakeups to include cleanup, breakfast, morning devotions (more specifically to overnight staff).
- Other duties as assigned by supervisor or senior management.

Personnel Supervised:

None

Minimum Qualifications:

To perform the job successfully, an individual should demonstrate the following competencies:

Client care:

- Strong ability to relate to and mentor people with life-controlling problems.
- Ability to interpret bible verses and apply biblical knowledge in an appropriate and relevant way to each client's individual life issues and needs.
- Ability to pray out loud with clients and other staff for client's needs.
- Strong servant-leadership skills (one on one and group situations).

Interpersonal skills:

- Ability to manage difficult or emotional client situations.
- Ability to maintain confidentiality.
- Ability to keep emotions under control.
- Ability to confront clients with effectiveness.
- Ability to handle crisis-like situations.

Organizational support:

- Exhibit strong commitment to the organization and dedication to the spiritual restoration of hurting individuals as laid out in the mission statement.
- Able to uphold organizational values and statements of faith.
- Able to follow organization policies and procedures.
- Support program rules and policies regardless of personal feelings and beliefs.

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- Ability to model a lifestyle that follows Adult & Teen Challenge of Northeastern Wisconsin's Code of Conduct.

Adaptability:

- Ability to remain on task and follow through on multiple concurrent assignments with frequent interruptions.
- Able to deal with frequent change, delays, or unexpected events.

Physical Demands:

- Able to stand on your feet for most of an 8-hour shift.
- Able to climb up and down two flights of stairs several times during a regular shift.
- Able to walk during most of the regular shifts.
- Able to lift 30-50lbs and carry some distances.

Educational/Experience:

- High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
- Intermediate skills in Microsoft Office Applications
- Documented 2 years freedom from chemical use problems (including tobacco, drugs, alcohol).
- Ability to successfully complete the background check process.
- Possession of a valid driver's license and a clean driving record and ability to be insured under the organization's vehicle insurance carrier.
- Must possess a valid driver's license.

I have read and understand the position requirements and agree to perform my duties in accordance. I understand that my employment with Adult & Teen Challenge of Northeastern Wisconsin is "at-will", and that either Adult & Teen Challenge of Northeastern Wisconsin or myself may end my employment at any time.

Employee Signature _____

Date _____

Supervisor _____

Date _____

Revised: 08/01/2025

Reviewed:



Adult & Teen Challenge
Northeastern Wisconsin

APPLICATION FOR EMPLOYMENT

Name: _____ Date: _____
(last) (first)

Address: _____
(street address) (city) (state) (zip)

Phone: _____ Alternate Phone: _____

Email Address: _____ Social Security Number: _____

Direct Care position preferred for: Full Time Part Time Date you can start: _____

Please specify what shift or hours within these shifts you are available to work on each day below.
(morning shift 7-3, evening shift 3-11, overnight shift 11-7)

Monday: _____ Tuesday: _____

Wednesday: _____ Thursday: _____

Friday: _____ Saturday: _____

Sunday: _____

Referred By: _____ Are you 18 years of age? Yes/No

Do you have a valid driver's license? Yes/No

Please list all driving violations and approximate dates within the past 7 years:

Do you have a legal right to work in the U.S.? Yes/No

Have you applied here before? When? _____

Have you worked for any Adult & Teen Challenges before?

If so, when & where? _____

Have you sought treatment for, or been arrested for any offense involving alcohol or illegal drug use in the past two years? Yes/No

If yes, please explain: _____

ATCNEW strictly prohibits all tobacco use during working hours, and at any time within sight of ATCNEW property.

Are you able to refrain from tobacco use during working hours? Yes/No

Have you been convicted of a criminal offense (not including traffic violation)? Yes/No

If yes, please list all convictions and an explanation. Answering yes will not necessarily exclude you from consideration.

EDUCATION AND FORMAL TRAINING

Do you have a high school diploma? Yes/No

If no, do you have a GED certificate? Yes/No

Special License and Certificates

EMPLOYMENT HISTORY

Please list below your last work experience, paid or unpaid. Describe your job separately, emphasizing your specific tasks and supervisor, technical or other responsibilities performed. Give special attention to work experience relating to the position for which you are applying. Explain significant breaks in work experience.

Name of Employer: _____

Address: _____

Name of Supervisor: _____ Telephone: _____

Position Held: _____ Dates of Employment: _____

Starting Salary: _____ Ending Salary: _____ Full-time/ Part-time

Duties (be specific): _____

Reason for leaving: _____

May we contact this employer at this time? Yes/No If no, explain: _____

Briefly explain why you desire employment with ATCNEW. Use additional paper if necessary:

APPLICANT'S STATEMENT

By my signature below, I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that should an investigation disclose untruthful or misleading information, my application may be rejected, my name removed from consideration or my employment with Adult & Teen Challenge Northeastern Wisconsin terminated.

I understand that ATCNEW is a faith-based organization founded on Christian principles and if my application for employment is accepted, I will be working in an environment that is Christian in nature. Although my religious beliefs and practices may differ from those of ATCNEW, I agree that I will respect the religious views of ATCNEW and its leadership and will abide by the bylaws, policies, and procedures of ATCNEW. Moreover, I will refrain from promoting any beliefs or publicly demonstrating any behavior that contradicts the teaching, philosophy, or beliefs of the ATCNEW program during working hours, or while on ATNEW property.

I agree that I will settle any and all previous unasserted claims, disputes or controversies arising out of or relating to my application or candidacy for employment, employment and/or cessation of employment with ATCNEW, exclusively by binding arbitration in accordance with the Rules for the Resolution of Employment Disputes issues by the American Arbitration Association (AAA) in effect on the date that a request for arbitration is made by either ATCNEW or me. By way of example only, such claims include claims under federal, state, and local statutory or common law, such as Age Discrimination in Employment Act, Title VII of the Civil Rights Act of 1694, as amended, including he amendments of the Civil Rights Act of 1991, the Americans with Disabilities Act, the law of contract and the law of tort. All administrative costs of arbitration shall be borne equally by the parties.

I understand that this employment application and any other company documents are not contracts of employment. I understand that my employment with ATCNEW is "at will", and that with Adult & Teen Challenge Northeastern Wisconsin or myself may end my employment at any time.

Print Name: _____

Signature: _____

Date: _____

Authorization to Release Information

I understand that in processing my application with Adult & Teen Challenge Northeastern Wisconsin, an investigation may be made in which information is obtained through personal interviews, written requests, and a review of information held by employers, acquaintances, and law enforcement or other government agencies. I authorize you to verify my past employment and related data provided on this application or through the interview process. I further understand and waive my right of privacy in this investigation and release and hold harmless Adult & Teen Challenge Northeastern Wisconsin and its agents from any liability.

I understand that several consumer reports may be requested and may include information as to my character, work habits, credit, academic credential verification, job performance, experience, and reasons for termination. Further, I understand that you may be requesting information concerning my workers' compensation claims (post job offer), motor vehicle operations history and criminal history from various private and public sources along with other public records that are available.

I HEREBY AUTHORIZE AND RELEASE FROM ALL LIABILITY, WITHOUT RESERVATION, Adult & Teen Challenge Northeastern Wisconsin, PREMIER EMPLOYMENT SCREENING SERVICES, OR OTHER AGENTS OF Adult & Teen Challenge Northeastern Wisconsin, AND ANY LAW ENFORCEMENT AGENCY, ADMINISTRATOR, STATE/FEDERAL AGENCY, INSTITUTION, INFORMATION SERVICE BUREAU, EMPLOYER, EMPLOYEE, INSURANCE COMPANY OR PERSONS GATHERING OR FURNISHING THE ABOVE INFORMATION.

According to the Fair Credit Reporting Act, I am entitled to know if employment will be and is ultimately denied because of information obtained by my prospective employer from a consumer reporting agency. If so, I will be so advised by this employer and be given the name of the agency or source of information.

Print Name _____
Last First Middle

Maiden/Previous Name(s) _____

Date of Birth ____/____/____ Social Security Number _____
(For identification purposes only)

Address _____

City _____ State _____ Zip _____ County _____

If the above address does not encompass 5 years, list the cities and states you have lived in for the past 5 years.

Driver's License Number _____ State Issued _____

I understand that a facsimile (fax) or photographic copy of this release will be as valid as the original.

Applicant's Signature _____ Today's Date _____

Please check below if you want to receive a copy of any consumer reports that are utilized by Adult & Teen Challenge Northeastern Wisconsin.

_____ Yes, I wish to receive a copy of my consumer report.

ATCNEW SURVEY

Thank you for your interest in Adult & Teen Challenge Northeastern Wisconsin.

In order for us to get to know you better, please answer the following questions.

Thank you!

How did you hear about our job opportunity? _____

How familiar are you with Adult & Teen Challenge? _____

Are you attending a local church? Yes/No

Have you read our statement of faith, located on the careers page? Yes/No

Please share your current base salary expectations _____

What skills, knowledge and experience from prior positions and education have prepared you for this role?

MISSION STATEMENT

ATCNEW mission is to help individuals attain freedom from chemical addictions and other life controlling problems by addressing their spiritual, physical, and emotional needs.

STATEMENT OF FAITH

1. We believe the Bible is the inspired, infallible, and authoritative written Word of God.
2. We believe there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miraculous ministry, His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, in His personal return to earth, at which time he will judge the quick and the dead.
4. We believe the only means of being cleansed from sin is through repentance and faith in the precious blood of Jesus Christ, and that regeneration by the Holy Spirit is essential for personal salvation.
5. We believe in the ordinances of the church: Holy Communion and Water Baptism by immersion
6. We believe the Baptism in the Holy Spirit, according to Acts 2:4, is given to believers who ask for it.
7. We believe the redemptive work of Christ on the cross provides divine healing of the human body in answer to believing in prayer.
8. We believe in the sanctifying power of the Holy Spirit by whose indwelling the Christian can live a holy life.
9. We believe in the Blessed Hope, the imminent return of Jesus Christ followed by his reign on the earth for 1,000 years.
10. We believe in the resurrection of the saved and the lost, the one to everlasting life and the other to eternal damnation.

It is recognized that individuals may differ on some of the “non-essential” beliefs or practices held by the organization. By recognizing this statement of faith, you agree those differences mustn't be promoted with ATCNEW clients, as this will tend to cause confusion and take the focus off their recovery.

Print Name: _____

Signature: _____

Date: _____