



Job Description

Position Title: FRP Specimen Collector
Program/Department: Family Recovery Program
Position Location: 301 N. Gay Street/
1209 N. Rose Street Baltimore,
Maryland
Reports To: Program Supervisor
FLSA Status: Non-Exempt

The Family Recovery Program, Inc. was originally created in August 2005, by private philanthropic partners including the Abell Foundation, the Baltimore Community Foundation and the Annie E. Casey Foundation, along with the Maryland State Departments of Budget and Management, Human Resources and the Governor's Office of Children, joined with the Safe and Sound Campaign and the Family League of Baltimore City. This nationally recognized program provides parents with the substance abuse treatment they need and a full range of supportive services, including mental health care, transportation, housing assistance and case management support. Services are tailored to meet the needs of parents who are often in crisis and unable to move forward without intensive, ongoing help.

The Family Recovery Program's goal is to reduce the time target children spend in out-of-home placements by providing intensive substance abuse treatment services and judicial oversight administered by the Juvenile Court of Baltimore City to the parents of the children. The Family Recovery Program is able to achieve its goal because successful parents who maintain sobriety are more likely to be reunified with their children. The children of unsuccessful parents are more likely to enter into alternative permanent placements (e.g. Adoption or Custody and Guardianship).

The Family Recovery Program was designed to put the principles of the Maryland Opportunity Compact into action by:

- Reducing children's length of stay in foster care;
- Saving state resources through reduced lengths of stay;
- Using the resulting savings to sustain the effort and, as they accumulate, to expand effective programs and opportunities for young children and their families that prevent them from future engagement with the foster care system.

The Family Recovery Program's mission is, "At FRP, we S.E.E. our families." (Strengthen. Engage. Equip). We **strengthen** our parents by providing them with safe and intensive services. We **engage** our parents in a holistic array of services matched to meet the needs of their family. We **equip** our parents with lifelong strategies assisting them in becoming self-reliant as they embark in a drug and alcohol-free lifestyle.

The vision of FRP is as follows:

Investing in families to build thriving communities

The Specimen Collector will work with the Family Recovery Program, the family dependency treatment court of Baltimore City, to provide support to the FRP staff. The

Specimen Collector, as an individual serving on the behalf of The Family Recovery Program, Inc., shall help lead the City's efforts to:

- Provide immediate access to drug and alcohol treatment services to mothers and fathers of drug affected children;
- Provide a critical role in enabling drug affected children to be placed in safe and sober living arrangements; and
- Maintain data collecting strategies that allow the City and State to realize program efficiency.

Basic Duties and Responsibilities of the FRP Specimen Collector

The *FRP Specimen Collector* is responsible for supporting the staff and parents of the Family Recovery Program by (not an exclusive list):

- Creating a drug testing schedule monthly and disseminating the schedule to the Program Supervisor, Case Managers, and Lead Parent Mentor;
- Immediately informing the Program Supervisor if there is a change in the drug testing schedule;
- Changing the recording on the call-in drug testing line daily to reflect the colors testing for the day;
- Accurately filling out all requisition drug testing forms;
- Collecting urine specimens from FRP parents for drug testing;
- Entering all drug test results into the Penelope database system daily;
- Entering all "Shows" and "No Shows" for drug testing into the Penelope database system daily;
- Maintaining a current, accurate, and clear medication book to reflect all medications prescribed to FRP parents;
- Monitoring drug testing supplies and informing the Program Supervisor when supplies need to be ordered;
- Ensuring random breathalyzers are being conducted;
- Assisting with desk coverage, as needed;
- Assisting with the set-up and clean-up of FRP graduations;
- Assisting with the set-up and clean-up of other FRP/Sage events, as needed;
- Assisting with emptying the trash daily;
- Attending monthly FRP huddles;
- Attending annual Ethics training;
- Attending all other FRP trainings, as required;
- Maintaining CPR certification;
- Maintaining program and parent confidentiality;
- Any additional duties as needed by the Executive Director/Program Supervisor.

Principal Interactions

The FRP Specimen Collector works directly with the parents and staff of the Family Recovery Program. As a result, excellent interpersonal and communication skills are essential to this position.

Knowledge, Education and Experience

The FRP Specimen Collector shall have:

- A high school diploma or GED equivalent;
- Knowledge of the protocols for urine specimen collection;
- Knowledge of the importance of integrity and confidentiality during the urine specimen collection process;
- Ability to write clearly and legibly;
- Commitment to working as a member of a team dedicated to serving deep-end populations;
- Track record of delivering accurate results that improve the lives of children, youth and their families.

Preferably, a candidate for the FRP Specimen Collector position should have:

- Familiarity with Baltimore's child welfare system and social sector organizations that serve vulnerable children, youth, and their families;
- Experience working in City and State substance abuse tracking systems (e.g. SMART, Penelope, etc.);
- Experience working with multiple forms of media to engage hard-to-reach populations; and
- Experience working with evaluation and research tools to demonstrate results.

Level of Authority

The FRP Specimen Collector:

- is a non-supervisory position;
- does not have direct budgetary authority.

FRP Merit Increases

In order to be considered for any FRP raises, 90% of the following duties and responsibilities must be met and proof of your efforts must be presented at your annual evaluation:

- Created a drug testing schedule monthly;
- Informed Program Supervisor if there was a change in the drug testing schedule;
- Changed the recording on the call-in drug testing line daily to reflect the colors testing for the day;
- Accurately filled out all requisition drug testing forms;
- Collected urine specimens from FRP parents for drug testing;
- Entered all drug test results into the Penelope database system daily;
- Entered all "Shows" and "No Shows" for drug testing into the Penelope database system daily;
- Maintained a current, accurate, and clear medication book to reflect all medications prescribed to FRP parents;
- Monitored drug testing supplies and informing the Program Supervisor when supplies need to be ordered;
- Ensured random breathalyzers are being conducted;
- Assisted with desk coverage, as needed;
- Assisted with the set-up and clean-up of FRP graduations;
- Assisted with the set-up and clean-up of other FRP/Sage events, as needed;

- Assisted with emptying the trash daily;
- Attended 75% of monthly FRP huddles;
- Attended annual Ethics training;
- Attended 75% all other FRP trainings, as required;
- Current CPR certification.

Employee Signature

Date