

RESIDENTIAL COUNSELOR

The Residential Counselor (RC) will provide regular supervision, guidance, leadership and a supportive atmosphere to the children admitted.

The RC shall know at all times the whereabouts of the children and will not enter a resident's room while the resident is present unless an emergency exists.

The RC will schedule and assist in transportation of residents to medical, optical, dental, school and/or social appointments.

The RC will attend weekly assessment meetings to confer with staff that an effective treatment plan can be developed and executed in a unified logical fashion.

The RC will confer with the other staff members regarding special problems; will prepare daily progress notes for each child in their care and attend meetings and training as scheduled.

The RC shall provide skill development services to train or educate parents to enable them to meet the needs of their children, including but not limited to, parenting classes, age-appropriate discipline, techniques for caring for children with special needs, techniques to manage difficult behavior and effective ways of communicating and problem solving.

The RC will provide rehabilitative services to restore the child's and family's ability to function independently in the community on a daily basis. Skills training and supervision include, but are not limited to: food planning and preparation, maintenance of living environment, time and money management, personal hygiene and self care.

The RC will provide services to restore a child's communication and socialization skills. Interventions would restore a child's ability to solve problems, resolve conflicts, develop appropriate relationships with others and develop techniques for controlling behavior.

The RC will assist in meeting the child's physical needs which will include: coordinating internal and external activities, appointments, arranging transportation, filling out daily and weekly report forms, inventories, assist with shopping, academic assignments and birthdays.

The RC will assist in preparing the client to bring issues to group through encouragement, support and direction; will prepare, dispense and document medications for the children in their care.

Other duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the organizational, physical layout, functions, rules and regulations of the facility.

Knowledge of techniques to manage difficult behavior, resolve conflicts and problem solve.

Knowledge and skills to assist the client to prepare to function independently, which include: food planning and preparation, maintenance of living environment, time, money management, personal hygiene and self care.

Ability to secure the confidence, respect and cooperation of children and exercise tact, initiative and good judgment in dealing with them.

Ability to communicate both verbally and in writing on behavior problems, physical needs, general housekeeping of client.

Skills to develop intervention procedures to restore client's ability to control inappropriate behavior, solve problems and develop appropriate relationships.

EDUCATION/EXPERIENCE

A High School diploma or GED and the equivalent of one year of full time experience in social work or related human service occupation.

Valid Chauffeur's license

This individual shall receive direct supervision one time per week by an individual who at a minimum meets the qualifications for providers of therapy and counseling services. Direct supervision shall ensure that the supervised individuals are developing the necessary skills to provide services.