

Lutheran Family Services

Job Description

Job Title: Habilitation Counselor

Supervisor (title): Program Director

Department: Residential Services

Approved by: B. Welch 

Date: 5/2/2016

Position Purpose/Summary *(A brief descriptive statement that summarizes the overall purpose and objectives of the position, the results the worker is expected to accomplish, and the degree of freedom to act.):*

Delivers direct care assistance and training to people with developmental disabilities, or TBI/Dual Diagnosis, who live in residential or assisted living settings based on each individual's skills, preferences, needs, choices, and values. Provides opportunities for individuals to be as independent as possible, to develop relationships with others, and to be involved in their community. The Habilitation Counselor will be an advocate for clients in the protection and exercise of their legal rights; provide emotional support and encouragement to clients; and ensure that all patients take proper medication. In TBI facilities, the position will implement client programs and behavior intervention plans, to ensure consistency between day-to-day program activities and home activities; and will also provide or arrange transportation for clients as the program requires.

Essential Functions *(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

1. Interacts with people served in a caring and respectful manner.
2. Becomes knowledgeable about each person and his/her plan of service.
3. Implements and documents goals as identified in each individual's plan of services.
4. Provides training and assistance as needed in all daily living skills, including personal hygiene, grooming, housekeeping, laundry, meal preparation, money management, and shopping.
5. Aids in vocational activities and provides one-on-one assistance as needed.
6. Provides training and assistance as needed in other areas, such as health management, medication administration, communication, socialization, self-advocacy, skill development, and community integration.
7. Assists individuals in planning and participating in recreational activities of interest to individuals, both at home and in the community.
8. Purchases household items and groceries as needed and assigned.
9. Performs housekeeping tasks as needed to ensure a clean and safe home; prepares meals.
10. Provides transportation in agency vehicles; or occasionally in personal vehicle. Maintains agency vehicles in clean manner.
11. Represents Lutheran Services Carolinas professionally in the local community (i.e., DSS, Mental Health, church, schools, and neighborhood) and acts as a

responsible, positive and healthy role model to influence growth and development of residents.

12. Prepares nutritious and well-balanced meals according to each individual's dietary guidelines and the household menu.
13. Assists individuals in maintaining good health by monitoring medical needs and implementing medical care plans. Accompanies individuals to medical and dental appointments and communicates effectively with medical providers. Provides first aid as needed.
14. Attends trainings as required and maintains all necessary certifications.
15. Attends and participates in staff meetings as scheduled.
16. Completes training to administer medications. Administers and documents medications accurately following proper procedures.
17. Handles agency petty cash and individual's personal money in a responsible manner. Obtains receipts for purchases. Documents purchases on agency receipt as directed.
18. Protects the safety of individuals. Corrects safety hazards and notifies a supervisor for assistance if needed.
19. Assists individuals with transferring and mobility as needed.
20. Reads daily notes, medical logs, and other written notes/instructions.
21. Documents relevant information in daily log, medical log, and other documents as assigned.
22. Supports individuals in maintaining and developing relationships with family and friends. Assists individuals in appropriate reciprocal social skills.
23. Provides behavioral supports as needed by role modeling appropriate behavior, and intervening, responding, and re-directing inappropriate behavior in a respectful and productive manner according to generally accepted standards and each person's plan of service.
24. Interacts and communicates effectively with individuals' families and service providers.
25. Participates and works in a team environment. Is respectful toward co-workers and supervisors. Conducts himself/herself in a professional manner.
26. Performs other duties as assigned to meet the needs of the individuals served.

Supervisory Responsibilities, if any (*The scope of the person's authority, including the positions that report to the incumbent.*):

N/A

Qualifications (Minimum Job Requirements): *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education: H.S. diploma or GED

Experience: One year experience in Human Services field

Specific skills/abilities: Minimum age 21;

- Caring and compassionate
- Dependable, responsible, and ethical
- Able to calmly handle stressful situations
- Able to communicate effectively and legibly in writing
- Flexible and open-minded
- Good judgment and decision-making skills

Specialized knowledge, licenses, etc.: Valid driver's license

Preferences (Optional): *(Preferred attributes for the position, which are not absolutely required in the minimum qualification, e.g., master's degree, bilingual).*

N/A

Working Conditions/Physical Requirements: *(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).*

1. Time will be spent in the group home/community/apartment housing or in Client's home supervising consumers/clients.
2. Shifts may vary from night to day; some overnight stays on a rotating basis may be required.
3. In emergency/adverse weather conditions, additional coverage requirements are enforced and required.
4. Local travel may also be required.
5. Environment can be stressful and emotional, depending on mood and behavior of residents.
6. Ability to bend, stoop, reach overhead.
7. Minimum ability to lift and carry minimum of 25 pounds. Lifting requirement will vary depending on client served in TILT program.

TILT Program: Indicate different lifting requirement here if applicable: _____.

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

Employee Signature

Date

Supervisor Signature

Date

Employee signature constitutes employee's understanding of the requirements, essential functions, and duties of the position.