

Lutheran Family Services Job Description

Job Title: Residential Counselor I

Supervisor (title): Program Manager

Department: Residential Services

Approved by: B. Welch 

Date: 7/11/2016

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.):*

The Residential Counselor is responsible for overseeing clients' behavior and assisting clients in the completion of necessary tasks. The Residential Counselor role involves reminding residents to complete tasks and attend scheduled appointments, monitoring resident behavior, preparing meals, and carrying out light housework. The Residential Counselor is also in charge of providing emotional support and encouragement to residents, ensuring that all patients take proper medication, and reporting activity and behavior to the Program Director.

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

1. Supervises all residents.
2. Works as a member of a professional team in developing, implementing, and evaluating treatment plans for all residents and participates in all required training.
3. Enforces rules and regulations dictated by group home.
4. Assists in preparing scheduled and planned meals and snacks for residents.
5. Observes dietary restrictions and guidelines of specific residents.
6. Provides Residential Treatment Services when indicated in individual client service plans and meets any related requirements established by State standards.
7. Writes up reports of resident behavior and activity and submits reports to Program Manager.
8. Distributes proper medications and supplements to residents.
9. Ensures that all residents attend group and individual therapy appointments.
10. Drives residents to school or extracurricular activities as necessary.
11. Observes any alterations or idiosyncrasies in resident behavior and reports them to Director accordingly.
12. Identifies signs of a resident's potential harm to self or others, and addresses these accordingly.
13. Engages residents in conversation and encourages socializing.
14. Provides emotional support for residents.
15. Consults with physicians, nurses, dietitians, and therapists to ensure streamlined and top quality care for residents.

16. 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.
17. Maintains facility/vehicle/equipment cleanliness and proper working order.
18. Other duties as assigned by supervisor.

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 with one year experience in human services field; BA/BS with no experience.

Experience: See Education requirement. Job-specific training required prior to start date.

Specific skills/abilities:

- Demonstrates patience and empathy.
- Exhibits strong organizational skills.
- Maintains friendly and outgoing demeanor.
- Possesses excellent interpersonal and conversational skills.
- Is willing and able to stay at group home overnight as necessary.
- Demonstrates knowledge of the rules and guidelines of the group home.
- Possesses excellent problem-solving and conflict resolution skills.
- Works well with a variety of individuals.
- Communicates clearly and effectively.
- Maintains an encouraging and compassionate attitude.
- Works calmly and efficiently in a crisis.
- Exhibits excellent listening skills.

Specialized knowledge, licenses, etc.: Valid driver's license; minimum age of 21.

Preferences (Optional):

Work experience in counseling, social work, or group home preferred.

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 supervising residents.
2. Shifts may vary from night to day; some overnight stays on a rotating basis may be required.

3. Local travel may also be required.
4. Environment can be stressful and emotional depending on mood and behavior of residents.
5. Ability to bend, stoop, reach overhead.
6. Ability to lift and carry minimum of 25 pounds.

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.