

# FAMILY SERVICE

# JOB POSTING FORM

DATE: April 23, 2010

PROGRAM: H.O.P.E. Program

JOB TITLE: **Residential Counselor**

AVAILABLE SHIFT: **Saturday-Sunday**  
7A-3P (16 hours)

PRIMARY FUNDING SOURCE: Division of Developmental Disabilities

POPULATION SERVED: Coed, 21 years old and over with Developmental Disabilities

QUALIFICATIONS: High School Diploma or equivalent  
Possession of valid driver's license  
Must be 18 years old or above  
Six months experience working with people with Developmental Disabilities

COMPETENCIES: Ability to teach daily living skills / self-help skills.  
Ability to convey respect and develop therapeutic relationships with consumers.

RESPONSIBILITIES: Under the supervision of the Program Supervisor, the Residential Counselor is responsible for shift coverage and clinical intervention, including but not limited to:

- Provide supervision, guidance, and direction to consumers within the home;
- Record significant shift happenings/observations in daily log;
- Monitor each consumer and attend to consumers' needs throughout the shift;
- Responsible for administration and documentation of all medications scheduled during the shift;
- Provide training/direction, supervision and assistance with evening routine, i.e. hygiene, grooming, dressing, meal preparation, laundry and household chores;
- Be knowledgeable of and participate in developing and implementing the individual treatment plan for each consumer;
- Participate in bi-weekly staff meetings and other meetings directed by the Program Coordinator;
- Participate in on-going training to learn various behavior management methods and techniques;
- Be available in emergency situations on a 24-hour basis
- Typing responsibilities
- Must be able to work at any DDD program.

BENEFITS: Not eligible for benefits

PERSON TO CONTACT: Allyce Brown: *Phone: 856-690-1147 Fax: 856-690-1792*

OFF SITE FACILITY LOCATION: Vineland, NJ

Family Service considers applicants for all positions without regard to: race; color; religion; sex; national origin; age; marital or veteran status; the presence of a medical condition, or handicap, unrelated to performing the tasks of the job; or any other legally protected status.