

FAMILY SERVICE

JOB POSTING FORM

DATE: May 12, 2010

PROGRAM: Division of Developmental Disabilities

JOB TITLE: **Substitute Residential Counselor**

PRIMARY FUNDING SOURCE & TITLE: Division of Developmental Disabilities

POPULATION SERVED: Adult males 21+ yrs old; Women 21+ yrs old;
Co-ed Adults 21+ yrs old

QUALIFICATIONS: High School Diploma or equivalent
Possession of valid driver's license
Must be 18 years old or above

COMPETENCIES: Ability to teach daily living skills / self help skills.
Ability to communicate effectively with Peers and Supervisors
Ability to convey respect and develop therapeutic relationships with consumers, including nonverbal.

RESPONSIBILITIES:

- 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 distribution and documentation of all medications scheduled during the shift;
- Provide training/direction, supervision and assistance with daily routine, i.e. hygiene, grooming, dressing, meal preparation, laundry and household chores;
- Be knowledgeable of and participate in developing implementing the individual treatment plan for each consumer;
- Participate in bi-weekly staff meetings and other meetings directed by the Program Supervisor;
- Participate in on-going training to learn various behavior management methods and techniques;

PERSON TO CONTACT: Danielle Baar – Fax: 866.362.4769

OFF SITE FACILITY LOCATION: South Jersey & Howell, NJ

Family Service considers applicants for all positions without regard to: race; color; religion; sex; national origin; age; sexual orientation; 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.