

# ***FAMILY SERVICE***

# **JOB POSTING FORM**

**DATE:** June 23, 2010

**PROGRAM:** Gaylord Group Home

**JOB TITLE:** Residential Counselor

**AVAILABE SHIFTS:** Saturday-Sunday  
5p-1a (16 hours)

**PRIMARY FUNDING SOURCE:** Division of Developmental Disabilities

**POPULATION SERVED:** Coed residential program serving adults (21+) with Developmental Disabilities

**QUALIFICATIONS:** Candidates must possess a high school diploma or equivalent; Possession of valid driver's license Must be 18 years old or above; One year experience working with people with Developmental Disabilities

**COMPETENCIES:** Potential employee must have the ability to teach daily living skills / self-help skills; as well as the 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;
- Must be able to work at any DDD program.

**BENEFITS:** Not eligible for benefits.

**CONTACT PERSON:** Erin-Arielle Hansford, Program Supervisor, Fax: 856.983.7343

**OFF SITE FACILITY LOCATION:** Marlton, 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.