

FAMILY SERVICE

JOB POSTING FORM

DATE: June 25, 2010

PROGRAM: Clove Court Group Home

JOB TITLE: Residential Counselor

AVAILABLE SHIFT: **Saturday-Sunday**
9a-5p (16 hours)

PRIMARY FUNDING SOURCE: Division of Developmental Disabilities

POPULATION SERVED: Coed residential program for adults (21+) with developmental disabilities

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

COMPETENCIES: Potential employee must have the ability to teach coping skills and gain and maintain trust; 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 the following, but not limited to:

- Provide training/direction, assistance with hygiene, grooming, meal preparation, laundry, and household chores;
- Provide functional assessments;
- Drive to various appointments, activities, etc.
- Participate in the formulation of treatment plans, meetings and staff training sessions;
- Supervise, organize and support recreational activities;
- Record significant shift incidents and observations and report as needed;
- Document observations and services provided to the consumer in progress notes;
- Distribution and documentation of all medications
- Respond to emergency situations as directed by Supervisory staff.
- Flexibility to be pulled to different group homes on an as needed basis

BENEFITS: **16 hours** Not eligible for benefits.

CONTACT PERSON: Timicka McGee, Program Supervisor, Fax: 609.261.0626

OFF SITE FACILITY LOCATION: Lumberton, 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.