

# ***FAMILY SERVICE***

# **JOB POSTING FORM**

DATE: July 22, 2010

PROGRAM: Bock Bay Group Home

JOB TITLE: Weekend Residential Counselor

AVAILABLE SHIFTS: Saturday-Sunday  
8p-8a (24 hours)

PRIMARY FUNDING SOURCE: Division of Developmental Disabilities

POPULATION SERVED: Residential program for males, (18+) with Developmental Disabilities

QUALIFICATIONS: Candidates must possess a High School Diploma or equivalent  
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 and Residential Supervisor, the Residential Counselor is responsible for shift coverage and clinical intervention, including, but not limited to:

- Provide supervision, guidance, and direction to consumer within the home;
- Record significant shift happenings/observations in daily log;
- Complete daily written reports, shift logs, and progress notes prior to leaving shifts;
- Monitor each consumer and attend to consumers' needs throughout the shift;
- Provide training/direction, supervision and guidance with morning and evening routine, i.e. hygiene, grooming, dressing, meal preparation, laundry and household chores;
- Responsible for distribution and documentation of all medications scheduled during the shift;
- Be knowledgeable of and participate in developing and implementing the individual treatment plans for each consumer;
- Participate in bi-weekly staff meetings and other meetings;
- Participate in on-going training to learn various behavior management methods and techniques;
- Ability to work at any DDD program

BENEFITS: **24 hours** Eligible for prorated Dental Benefits, Life/AD&D Insurance, and participation in our 403(b) plan.

CONTACT PERSON: Haywood Neuby, Program Director, Email: HaywoodN@famserv.org

OFF SITE FACILITY LOCATION: Howell, 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.