

# ***FAMILY SERVICE***

# **JOB POSTING FORM**

**DATE:** July 6, 2010

**PROGRAM:** Clove Court Group Home

**JOB TITLE:** Residential Counselor

**AVAILABLE SHIFT:** Monday -Friday  
5p-1a (40hours)

**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:** Eligible for full Health Benefits, Dental Benefits, Life/AD&D Insurance, Vision and participation in our 403(b) plan.

**CONTACT PERSON:** Timicka McGee, Program Supervisor, 609-261.0600 fax number 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.