

# ***FAMILY SERVICE***

# **JOB POSTING FORM**

DATE: November 10, 2009

PROGRAM: New Beginnings

JOB TITLE: **Residential Counselor**

AVAILABLE SHIFT: **Saturday-Sunday**  
7:00AM-3:00pm

PRIMARY FUNDING SOURCE: Division of Developmental Disabilities

POPULATION SERVED: A co-ed, residential program with 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; have one year experience working with people with Developmental Disabilities

COMPETENCIES: Potential employee must have the ability to teach daily living skills / self-help skills; 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;
- Be available in emergency situations on a 24-hour basis
- Must be able to work at any DDD program.

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

CONTACT PERSON: Paris Glenn, Program Supervisor, 609-914-0660

OFF SITE FACILITY LOCATION: Mount Holly, 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.