

Residential Counselors (Caregivers)

Residential Counselors are responsible for daily care and supervision of residents while in care.

Essential duties and responsibilities include the following

Other duties may be assigned as necessary.

- Supervises residents in activities in order to observe or effect changes in their social behavior. Teaches rules, manners, policies for interpersonal relationships, personal care, etc.
- Completes shift documentation including but not limited to residential case notes, incident reports, and resident inventory; also required to complete documentation requested by clinical or medical staff such as sleep logs and behavior checklists.
- Observes methods/techniques of clinical staff and participates in treatment of residents in interaction, limit setting, and implementation of treatment plans; also responsible for co-facilitation and involvement in clinical groups.
- Escorts residents to groups, interviews, meetings, mealtime, recreation, education activities, medical appointments, and participates in supervision and instruction.
- Maintains age appropriate rules and enforces the behavioral management system, including proper conduct of residents during work, recreation, and education.
- May administer and records medication as ordered by physician
- Works to prevent unacceptable behavior in resident or group.
- Provides crisis intervention as needed.
- Maintains professional boundaries between self and residents to ensure appropriateness in the working relationship.
- Communicates all appropriate information internally and externally to facilitate the treatment of the resident.
- Must be available to work various shifts on multiple days of the week.
- Attends trainings and meetings as required.
- Shares/transmits the mission and vision of Prairie Harbor to staff and to clients and families served.
- Perform all duties within contract, state and federal regulations, Prairie Harbor policy, and COA standards.
- Review client files on a periodic basis to become familiarized with the specific, individualized needs and goals of the residents in their care.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. In certain cases, based on the special needs of the children served, position may be gender specific.

Education, Licensure and/or Experience

High School diploma or GED

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to communicate effectively both verbally and in writing with superiors, colleagues, and individuals inside and outside the ministry.

Ability to apply basic mathematical concepts such as fractions, percentages, ratios, and proportions to practical solutions.

Ability to apply common sense understanding to carry out simple one or two-step instructions. Ability to deal with standardized situations with occasional variables.

Other Requirements

Must submit to and pass a pre-employment drug test.

Must submit to and pass random drug tests during employment.

Must successfully pass all background screens as required by the state.
Must be 21 years of age or older.

Employment status: Full-time (30-40).

Supervises: None

I have read the above job description and I understand it. I agree that no contract is intended.

Signature

Date