



ALTERNATIVES

Community Life For People With Disabilities

Real Homes | Real Jobs | Real Relationships

JOB DESCRIPTION

TITLE: RESIDENTIAL COUNSELOR – DEVELOPMENTAL SERVICES

QUALIFICATIONS:

Bachelor's Degree in Social Services preferred. Alternative education and experience may be substituted for degree. High School diploma and valid driver's license required.

SUPERVISION:

Position is supervised by the Program Coordinator.

GENERAL WORK HABITS:

3 – Always; 2 – Most of the time; 1 – Almost Never

All employees are expected to rate at least a **2** on ALL general work habits.

- Being punctual.
- Informing supervisor.
- Remaining alert and focused.
- Requesting assistance.
- Getting along with co-workers.
- Completing assigned tasks.
- Acting in a professional manner.
- Attending training.
- Abiding by agency expectations.

JOB DUTIES:

1. Assist in developing individualized service plans.
2. Implement all service and behavior plans.
3. Implement activities that facilitate the development of valued roles and personal relationships in the community.
4. Assist individuals with daily routines.
5. Implement all procedures that ensure the health, safety, and well-being of individuals.
6. Implement all prescribed medical and medication protocols.
7. Ensure safety and cleanliness of the physical site.
8. Assist individuals to access and/or provide transportation.
9. Review and complete all required documentation.
10. Communicate pertinent information to stakeholders.
11. Acquire and maintain all required certifications.
12. Participate in team meetings, supervisions, and other assigned meetings.
13. Perform other duties as assigned.

Please note this is an abbreviated description. A more detailed description is available upon request.