

Department Number:	360	Allocation:	Group Home
FSA:	Non-Exempt	FTE:	.5
Reports to:	Group Home Manager	Updated:	06.2007

JOB DESCRIPTION

- I. Position Title: Substitute Residential Counselor *Part Time*
- II. Position Summary: Responsible for providing guidance, supervision, mentorship and training in activities of daily living and ensuring the general welfare, safety and health of individuals living at the Jewish Group Home.
- II. Qualifications:
- A. Education: High School education or equivalent
 - B. Experience: Two years experience working with people with developmental disabilities and/or related field; plan and implement recreational activities for clients.
 - C. Other: Must be able to carry or lift up to 35 pounds.
Drive a 15-passenger van
Computer skills, the use copy machines and office equipment.
- IV. Responsibilities:
- A. Check on the residents at the beginning of the shift.
 - B. May be responsible for planning and implementing meaningful community-related activities for the clients.
 - C. Be aware of all Individualized Program Plans (IPP) and implement and document programs as specified in the IPP.
 - D. Assist and plan meals. The counselor will assist in the implementation of Kosher meal laws and deal with appropriate consultants. The counselor will follow the practices of the Jewish Group Home with regard to maintaining an observant home and a Kosher kitchen.
 - E. Guide and support group home clients so as to maintain a clean and orderly environment.
 - F. Monitor client's hygiene and prompt or assist clients in maintaining their hygiene.
 - G. Participate in medication training, become medication certified, and supervise and document client self-administration of medication.
 - H. Provide informal training and supervision of clients to support independence and self-care.
 - I. Prompt, train and supervise clients to prepare a nutritious lunch for the following day.
 - J. Report any changes in group home schedule caused by sickness, injury, snow days, workshop problems or serious maintenance problems to the group home director.
 - K. Complete the Shift Ending Report daily.
 - L. Provide regular monthly documentation of client status in the SOAP's, medical progress notes, and daily log. Seizure report forms and incident report forms will be completed in a timely manner (within 24 hours) of incident.
 - M. Attend to monthly documentation requirements including weight charts, menu planning, IPP's, informal instruction and progress notes.
 - N. Attend regularly scheduled staff/client meetings.
 - O. Participate in in-service trainings.
 - P. Respond to emergencies as needed by contacting the appropriate parties such as medical personnel, parents, vocational staff and Residential Services Manager.
 - Q. Responsible for coordinating and/or providing Jewish educational and recreational activities.
 - R. Complete monthly fire drills and provide safety training to residents.
 - S. Other duties as assigned..