

JOB DESCRIPTION
COMMUNITY BASED FLEXIBLE SUPPORTS (CBFS)

TITLE: **SCATTERED SITE COUNSELOR**

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
- Completing assigned tasks
- Attending training
- Abiding by agency expectations

RESPONSIBILITIES:

1. Collaborate with individuals served and other Interdisciplinary Team members on the implementation of Individualized Action Plans (IAP's) and other recovery plans and activities.
2. Implement activities that create opportunities for the development of valued roles and personal relationships in the community.
3. Conduct both 1:1 and group activities geared toward increasing people's readiness to engage in rehabilitation.
4. Assist individuals to perform daily routines.
5. Implement all procedures that ensure the health, safety, and well being of individuals served.
6. Implement all prescribed medical and medication protocols in accordance with agency and MAP policies.
7. Implement all procedures that ensure physical safety and cleanliness of the program.
8. Assist people to access, and/or provide, all needed transportation.
9. Review and complete all required documentation.
10. Communicate all pertinent information to all stakeholders.
11. Attend and participate in all trainings both internal and external to Alternatives as assigned.
12. Participate in supervision, team, and other assigned meetings.

- 13. Acquire and maintain all required certifications.
- 14. Participate in on-call beeper rotation.
- 15. Perform other related tasks as assigned.

I accept this position and the responsibilities inherent therein. I understand that along with the specific duties cited above I am responsible to perform other related duties as assigned. I have had the opportunity to review and ask questions about the Counselor Job Description. I understand that a copy will be placed in my personnel file.

Signature: _____ Date: _____

Print Name: _____

Org: 7/80

Rev: 7/89, 2/94, 10/95, 7/96, 2/98, 1/04, 8/05, 2/09, 4/09, 5/09