



ALTERNATIVES

Community Life For People With Disabilities

Real Homes | Real Jobs | Real Relationships

JOB DESCRIPTION

TITLE: COUNSELOR – MH RESIDENTIAL 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
- Completing assigned tasks
- Acting in a professional manner
- Attending training
- Abiding by agency expectations

JOB DUTIES:

1. Develop and implement all rehabilitation, recovery, and other service plans.
2. Implement activities that facilitate the development of valued roles and personal relationships in the community.
3. Assist individuals to perform daily routines.
4. Implement all procedures that ensure the health, safety, and well being of individuals served.
5. Implement all prescribed medical and medication protocols.
6. Implement all procedures that ensure physical safety and cleanliness of the program.
7. Assist people to access, and/or provide, all needed transportation.
8. Review and complete all required documentation.
9. Communicate all pertinent information to all stakeholders.
10. Participate in supervision, team, and other assigned meetings.
11. Acquire and maintain all required certifications.
12. Perform other related tasks as assigned.

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