

JOB DESCRIPTION

JOB TITLE: Support Counselor

CATEGORY OF EMPLOYMENT/STATUS: Support staff

CATEGORY OF EMPLOYMENT/CLASSIFICATION: Full-time

DEPARTMENT: Residential Services

JOB SUMMARY: Support the consumer toward community integration.

LOCATION: As per the need of service, generally work is performed in the individual's residence and in the community.

Consumer Support:

1. Teach independent living skills and assist with/provide consumers with personal care.
2. Collaborate with other staff in the development and implementation of consumers' Individual Habilitation Plans. Train and support consumers in all areas of their Individualized Habilitation Plans.
3. Assist consumers in nutritional planning, grocery shopping, and preparation of all meals.
4. Train and support consumers in the community. Community integration and inclusion for the consumer should include developing social, recreational, cultural, religion and education networks. Attend consumer vacations as directed by Program Manager.
5. Continually motivate and encourage consumers to participate in all opportunities.
6. Arrange/provide transportation for consumers. If no program vehicle is available, use personal vehicle to provide transportation to various activities as necessary.
7. Support family members; arrange for consumer home visits.

Medical:

8. Administer, monitor and record medication administration according to policy.
9. As directed by the program manager, coordinate appointments for medical, dental, psychological and other services and provide transportation to and from these appointments. Ensure all medical recommendations and follow-up are communicated and completed in a timely fashion.

Supervision/Training:

10. Carry a pager on a rotational schedule as directed by the Program Manager. Respond according to policy while on-call to program needs including covering open shifts.

Meetings/Functions:

11. Attend regular staff meetings to discuss the program, and related matters.

12. Attend consumer related meetings (IHP, IDT, Circle, House, Family, etc.) as requested by consumer or management staff.
13. Attend other related meetings, conferences, Arc functions and fund raisers as requested.

Reports/Documentation:

14. Assist consumers in the completion of menus.
15. Complete and submit to manager all required daily, weekly, bi-weekly, monthly, quarterly and annual reports/paperwork as scheduled.
16. Complete and maintain all logs and files in an organized manner.

Finance:

17. As directed by the program manager, oversee and assume responsibility for program and consumers' personal and financial accounts. This may include assisting consumers in reconciling monthly bank statements and assisting consumers in monitoring payment of rent, utilities and other bills.

Maintenance:

18. Ensure preventative maintenance of the program/vehicle (s) submit maintenance requests as needed.

Other:

19. The employee agrees to cooperate with the agency and DDD Staff during any inspection or investigation.
20. Perform other duties as required by the nature of the position, or as requested by supervisor.

IMMEDIATE SUPERVISOR: Residential Manager

DIRECTION OF OTHERS:None

POSITION WITHIN TABLE OF ORGANIZATION: See "Table of Organization".

EDUCATION: High School diploma required. Some college credits preferred.

EXPERIENCE/TRAINING: Work experience with persons with developmental disabilities preferred.

MACHINES, TOOLS, EQUIPMENT UTILIZED: Adaptive equipment if necessary, also standard residential equipment. Must have a valid N.J. driver's license, be capable of driving a van and be considered insurable by the Agency's auto insurance carrier.

COMMUNICATION SKILLS: Must communicate orally in English with residents and with

other staff. Written reports and the completion of daily logs are duties of this position.

WORKING CONDITIONS/HAZARDS: The behavior of residents may change dramatically without obvious cause, creating at times, dangerous situations. May at times lift non-ambulatory residents and wheelchairs (in and out of vans, etc.) Flexible hours of work are required to meet the needs of the residence.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

SALARY RANGE: As per Agency salary guide.

DATE EFFECTIVE: August 1, 1993

DISCLAIMER CLAUSE: Job descriptions and specifications are not intended and should not be construed to be an exhaustive list of all responsibilities, skills, or working conditions associated with a job. They are intended to be an accurate reflection of the principle requirements of the position of Support Counselor in this agency's operation.

Revised: 07/97, 01/02, 09/02, 11/03