

## **JOB DESCRIPTION RESIDENTIAL COUNSELOR**

### **PURPOSE/INTENT:**

A sincere desire and motivation to provide quality therapeutic services to men, women, and children with developmental disabilities. The ability to work cooperatively and professionally with a team, striving to improve the quality of life for the people served at Aveyron.

Employee must consistently teach, educate, train, guide, learn, plan, work, and coordinate: living skills, social skills, community skills, and work skills to enhance the well being of persons with developmental disabilities as they make progress toward responsibility and independence. The only reason this job/position exists is to effectively help meet the needs of the individuals being served.

**ACCOUNTABILITY:** The Residential Counselor is directly responsible to the Program Coordinator, then to the Program Director and ultimately to the Executive Director.

**HOURS WORKED:** May be full or part time, depending on position offered. Employee will also be considered "on-call" and contacted to fill in shifts in addition to those regularly scheduled.

\*When on-coming staff does not report for work as scheduled, employee must remain at work until replacement staff can be found when client(s) require ongoing supervision.

**APPLICANT NOTICE:** This information has been adapted from guidelines established by the U.S. Department of Labor, and can be used to increase the safety and productivity of the workplace by helping more accurately match employee ability with the demands of the job.

Employee and Employer must follow all the laws, rules, policies, and procedures in regard to the Departments of Human Services/Health, OSHA, EEOC, and all other Federal, State, and local governments.

### **FUNCTIONS REQUIRED/QUALIFICATION STANDARDS**

- 18 years of age or older for adults - 21 years of age or older for children.
- Valid driver's license - Must adhere to the driver qualification standards and not have disqualifications. (see Disqualification Criteria Addendum). DOT check will be completed.
- Background checks with previous employers, references, law enforcement agencies, DHS & County personnel will occur.
- May not be under the influence of illegal drugs or alcohol while on paid company time.
- Must have the skills necessary, including literacy, to communicate effectively with clients and co-workers.
- Must possess and maintain emotional/mental health in order to provide a stable/secure environment for clients.
- CPR certified in 60 days, as need per licensing standards.
- First Aid certified in 60 days, as needed per licensing standards.
- Trained in medication administration and procedures, as needed per licensing standards.
- Able to bend, stoop, and twist in order to complete household cleaning and other necessary tasks.
- Able to stand, walk, and negotiate stairs over an eight hour period.
- Capable of lifting a minimum of 30 pounds without difficulty.
- Capable of moving, lifting, and operating various household tools, utensils, and equipment throughout 8-10 hour shifts.

I have read the attached Resident Counselor Job Description, am aware of and understand the responsibilities.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PROGRAM DIRECTOR

\_\_\_\_\_  
DATE

**JOB DESCRIPTION  
RESIDENT COUNSELOR**

**PROGRAM**

**RESPONSIBILITY:** To follow and understand facility policies and procedures. Performance will be up to standard when:

- A. The policy manual is used as a resource and referred to when questions arise.
- B. Emergency policies are reviewed on a quarterly basis.
- C. Blood Borne Pathogen training is reviewed annually.
- D. Rule 40 is reviewed annually.
- E. The Vulnerable Adult Policy and Maltreatment of Minors Act are reviewed annually.
- F. The Resident's Consumer Bill of Rights is reviewed annually.
- G. Resident Bill of Rights is reviewed annually, per licensing standards.

**RESPONSIBILITY:** To respect and assure individual resident rights are met. Performance will be up to standard when:

- A. The individuals are treated with respect and equality.
- B. Individual resident rights are observed.
- C. Knows Consumer Bill of Rights (all homes) and Resident Bill of Rights (per licensing standards) and where they are located.
- D. All resident right issues are reported to supervisor.

**RESPONSIBILITY:** To assist individuals in creating and maintaining a home. Performance will be up to standard when:

- A. Resident's chores are carried out by teaching, assisting, supervising, and praising any and all efforts made.
- B. Residents are assisted in making purchases for decorating their bedrooms.
- C. Meals are served family style, unless special dietary circumstances necessitate alternative plan.
- D. Resident Counselor assists with individual's laundry and assures beds are made/changed as needed, at least weekly.
- E. Clients are assisted with room cleaning on a weekly basis or as per individual program plan, attempting to make it a learning experience.

**RESPONSIBILITY:** A positive atmosphere will be encouraged. Performance will be up to standard when:

- A. Clients are involved with positive programming.
- B. Positive interactions occur with all individuals.
- C. All socially acceptable behaviors are reinforced.

**RESPONSIBILITY:** To assure individual's wardrobe, accessories are updated and maintained. To assure individuals are neat and clean at all times. Performance will be up to standard when:

- A. Seasonal clothing is packed away/unpacked as needed.
- B. Purchases are made within the individual's budget, ensuring a reasonable wardrobe is maintained.
- C. Clothing needing mending is brought to the attention of supervisor- with requests to replace all out of date or unused items.
- D. Individuals are assisted with making hygiene purchases as needed and have adequate supply on hand. This includes: deodorant, toothpaste, toothbrush, comb, brush, shampoo, soap, etc.
- E. Individuals are well groomed.

**RESPONSIBILITY:** To provide active treatment to all individuals living in the home. Performance will be up to standard when:

- A. Individuals are counseled with everyday problems as they arise.
- B. Individuals are continuously encouraged to participate in meal preparation and clean-up, household tasks, money management, community integration, planning activities and independence of clients is encouraged at all times.
- C. Individuals are given opportunities to make choices in their day to day life.

**RESPONSIBILITY:** To implement and chart accordingly on all individual programs and maintenance charts. Performance will be up to standard when:

- A. Programs are implemented per written instructions and documented accurately/routinely.
- B. Progress notes are completed for all individuals at the end of each shift.
- C. Baths are completed as scheduled and/or per program plan.
- D. Oral hygiene (brushing/flossing) is completed with individuals per program plan or health care recommendations.
- E. Daily living skills are charted appropriately.

**RESPONSIBILITY:** To know, understand, and implement all behavior management programs as written. Performance will be up to standard when:

- A. Follows all behavior management programs and procedures/methodologies/interventions.
- B. Able to identify signs of agitation and use the least restrictive intervention possible, as part of written program plan.
- C. All observations/interventions of target behaviors are charted on Antecedent-Behavior-Consequence data sheet forms and in progress notes.

## **ADMINISTRATION**

**RESPONSIBILITY:** To be aware of any behavioral/physical changes of all individuals living at any Aveyron home; notify Program Coordinator, Program Director, R.N., or Executive Director as appropriate. Performance will be up to standard when:

- A. Staff communication book is read prior to working any shift and each entry initialed when read.
- B. Progress notes from previous shifts are read on all clients.
- C. Consults permanent medical and program files as necessary.
- D. Documents in appropriate area, any physical and/or behavioral changes in any individual and follows chain of command contacting Program Coordinator, Program Director, R.N., or Executive Director as appropriate - alerting them to the change.

**RESPONSIBILITY:** To assist individuals in maintaining contact with family and friends. Performance will be up to standard when:

- A. Assists with contacting family and friends in the community.
- B. Interactions with client's family members and friends are positive and supportive.
- C. Follows client's program authorization consent form allowing only those authorized to take client on therapeutic leave.
- D. Program Coordinator, Program Director, and/or Executive Director are relayed any concerns raised by family members.

**RESPONSIBILITY:** To assist and/or initiate the planning, coordination, and follow through to involve individuals in both in-house and community activities. Performance will be up to standard when:

- A. A wide variety of activities are offered to individuals from which to choose and recorded on leisure form.
- B. Clients are encouraged to plan variety of activities utilizing 1:1, with small groups and with peers outside of Aveyron.
- C. All client activities are monitored and supervised closely-assuring client's risk management plans are followed.
- D. Participate actively in the activity with clients
- E. Suggestions for large activities are submitted to the Program Coordinator on a Vacation Request Form.
- F. Encourages community active treatment.

**RESPONSIBILITY:** Accurately spend and account for individual's (living in the home) purchases. Performance will be up to standard when:

- A. Individuals are assisted in making purchases and managing their cash on hand, avoiding insufficient fund issues.
- B. Check amounts are recorded in checkbook ledger for each client and each entry is initialed and balanced.
- C. Cash on hand ledger is kept up to date for all individuals and checked each shift.
- D. Receipts are obtained and placed in receipt envelope for all client purchases.

## **PHYSICAL PLANT**

**RESPONSIBILITY:** Maintain systems related to facility upkeep and general upkeep. Performance will be up to standard when:

- A. Minor housekeeping tasks are completed on an as needed basis; changing lightbulbs, paper towel dispensers, liquid soap, putting gas in van, etc.
- B. Able to locate items in all facility storage areas.
- C. Any items in need of repair are reported to Program Coordinator, Education/Property Manager, and/or noted on a Work Request Order.
- D. Cleaning supplies are returned to appropriate storage areas after use.
- E. Notes are left in communication book of any needed supplies.
- F. The living areas are picked up before the end of each shift, encouraging client participation.
- G. Facility vehicle is washed and vacuumed, as needed.
- H. Alerts P.C. when minutes are not available or running low on company cell phone.

**RESPONSIBILITY:** To assist in promoting and maintaining a safe environment at the home. Performance will be up to standard when:

- A. The Program Coordinator, Program Director, Education/Property Manager and/or Executive Director are notified immediately regarding any safety issue with the individuals living in the home and necessary paperwork is completed.
- B. In the event of an actual emergency, emergency procedures are followed per facility policy.
- C. All significant and minor incidents are logged. Significant incidents are documented on an Incident Report prior to the end of shift.
- D. Program Director and all Interdisciplinary Team members are notified within 24 hours of a significant incident. R.N. is notified, when necessary, as defined in Incident Report Policy.
- E. In the event that a Rule 40 procedure is implemented, all paperwork is completed and Program Director is notified prior to end of shift. Follows through with P.D. directives.

- F. Monitors all individuals' well being and immediately reports any suspicion of abuse or neglect using the prescribed procedures.
- G. All walkways/steps are free of snow and ice (shoveling and salt utilized as needed).
- H. The garage is maintained in an orderly fashion and cleaned/swept regularly.
- I. Fire drills and tornado drills are completed as assigned, completing appropriate forms following drill.
- J. Client's Risk Management Assessment and Plans are followed.
- K. The building is locked (all doors) each night and when away from home. Door chimes are used in homes that are designated to use them, per client's Risk Management Assessment and Plan.
- L. All medications are locked and keys to medications are kept on residential counselor at all times and/or keys are locked when not in use.
- M. All personal medications, vehicle keys, money, valuables are locked and not accessible to residents.
- N. Responds to individuals who awaken during the night and insures that their needs are met.

**RESPONSIBILITY:** Complete purchases of items for the home. Performance will be up to standard when:

- A. All purchases have been approved for the home.
- B. Submits tax exempt number to vendor with each purchase.
- C. Follows procedures of vendor for charging.
- D. Represents facility in responsible manner when making purchases.
- E. Saves all receipts or proof of purchases and initials all receipts for all purchases made, and gives to Program Coordinator.
- F. Follows and maintains home's budget.

## **PERSONNEL**

**RESPONSIBILITY:** To attend all required inservices. Performance will be up to standard when:

- A. Initial orientation is completed within 60 days.
- B. All required in-services are attended; when unable to attend an in-service, must notify supervisor within at least 4 hours of start (meaning in advance of session). In-service review is completed in a timely manner.
- C. Completes CPR and First Aid recertification as required.
- D. Completes additional training, as recommended by Program Coordinator, Program Director and/or Executive Director, achieving minimum number of training hours required annually.

**RESPONSIBILITY:** To support and promote positive teamwork with fellow staff employed with Aveyron Homes, and to maintain professional relationships with other providers. Performance will be up to standard when:

- A. Staff work together cooperatively and assist one another.
- B. Open and positive communication is maintained at all times.
- C. Constructive criticism is both accepted and given.
- D. Staff acts as positive role model for newly hired staff.
- E. Policy is followed for paid personal leave and taking time off from work.
- F. Complete time cards accurately and submitted by 11a.m. on the day of payroll.

## **HEALTH CARE & NUTRITION**

**RESPONSIBILITY:** Individuals are provided with daily, necessary health care. Performance will be up to standard when:

- A. There is a clear understanding of all individual's medical needs and conditions.
- B. All treatments are implemented per Dr. or R.N. orders.
- C. P.C. /R.N. are contacted regarding any individual's health care needs, as necessary.

**RESPONSIBILITY:** Attend individual's medical appointments, providing transportation, documentation, and follow-up. Performance will be up to standard when:

- A. Transportation is provided safely both to and from appointments.
- B. All medical referrals are completed prior to resident's appointments and HIPAA form is completed with necessary information on the back of all medical referrals.
- C. Documents appointment in individual's progress notes, following appointment.
- D. The Program Coordinator, Program Director or R.N. is notified immediately if medical referral is not completed properly by vendor.
- E. P.C. and R.N. are notified of any new medication/treatment orders.
- F. Following all doctor's appointments, for any new medications or treatments ordered, the resident's pharmacy is notified and medication is obtained from the pharmacy.
- G. All doctor's orders are transcribed on medication administration record, PRN and/or treatment tracking sheets. All orders are documented in resident's progress notes and communicated to all staff in the communication book.
- H. All medical referrals (completed) are placed in the P.C.'s file.

**RESPONSIBILITY:** Administer and handle all medications according to Aveyron Homes' policy and current regulations. Performance will be up to standard when:

- A. All medications are administered and documented in accordance with regulations and policy.
- B. Medical supplies and medications are stored properly and in compliance with current regulations.
- C. Follows policy of ordering medications-ensuring a 10-day supply is on hand.
- D. The P.C., R.N. and/or Pharmacist are informed immediately of any problems or needs regarding medications, labels, or supplies.
- E. Administers prn medications, and standing order medications, as criteria for each are met.

**RESPONSIBILITY:** Assure that all individuals' nutritional needs are met. Performance will be up to standard when:

- A. Meals are prepared and individuals are assisted in the preparation of all meals to provide a balanced diet while respectfully acknowledging likes and dislikes of individuals.
- B. Special diets are followed as prescribed per physician's order.
- C. Leftovers are disposed/stored properly.

## **OUTSIDE CONTACTS**

**RESPONSIBILITY:** Communicate effectively, professionally, and openly with support services. Performance will be up to standard when:

- A. Day program communication is reviewed each program day upon individual's return from the day program and all necessary information is shared and requests are responded to.
- B. Aveyron Homes is represented in a professional manner when interacting with client's interdisciplinary team members.
- C. Appropriate information is provided to insure that individuals receive quality of services coordinated by client's support services.

## **OTHER DUTIES**

**RESPONSIBILITY:** To maintain a healthy body. Performance will be up to standard when:

- A. Works scheduled hours on a regular basis.
- B. Able to demonstrate ability to escort or restrain clients to protect their health and safety without placing themselves at risk of injury.
- C. Maintains emotional/mental health to provide stable role model, emotional environment and security for clients.

Performs other duties as requested by Executive Director, Program Director, and/or Program Coordinator.

Updated April 20, 2010