Full Time Day Habilitation Counselor Job Description

Objectives and Duties: 40 hour/week Counselor position.
Availability for the following times: M-F 9-5 *With some exceptions

The counselor will meet with clients in a group setting to provide support and hands on training to enhance client’s daily living skills, assist in developing natural supports and help increase community integration. The counselor will be planning and leading groups, participating in special events, recruiting clients to the Day Hab program, providing crisis intervention between clients, completing paperwork, cleaning and providing transportation.

The Successful Counselor’s abilities will include:

- Skilled in Recreation, ex. cooking, baking, craft-making etc.
- Preferred degree in social work or human services field
- Experience in the following
  - Group leadership
  - Budgeting
  - Recruitment
- Excellent organizational skills
- Effective time management
- Reliability in arriving for scheduled shifts
- Willingness to be flexible in schedule and duties

Counselor’s Responsibilities

- Counselor will assist clients in goal development and attainment.
- Counselor will teach daily living skills to clients.
- Counselor will maintain professional boundaries with clients.
- Counselor will abide by HIPAA laws of confidently.
- Counselor will maintain a clean and professional appearance.
- Counselor will assist clients in developing natural supports and to be as independent as possible.
• Counselor will assist in group planning, shopping and transportation as needed.

• Counselor will cover shifts when Day Hab Director or Day Hab staff is sick or absent.

• Counselor will attend all shifts during the 90 day probationary period. No more than 3 absences, excused or unexcused, are allowed during this period.

• Counselor will keep daily contact sheets on assigned clients. Contact sheets need to include the date and time you met with clients and a brief description of what goals you worked on with them.

• Complete an agency incident form in case of an event where indicated as per policy.

• Counselor will contact clients as needed.

• Counselor will treat clients and other staff with dignity and respect.

• Counselor will attend all agency staffing and training sessions.

• Counselor will work days and hours as assigned by the Day Hab Director.

• Counselor will communicate to other staff clients needs as necessary.

• Counselor will meet with their supervisor weekly or as needed.

• Counselor will agree to follow all agency policies and procedures, including Ethics, Mandatory Reporting, Rules of Confidentiality, and Privacy.

• Counselor will submit properly completed paperwork including time sheets and client contact sheets according to schedule made by the Day Hab Director.

**REQUIREMENTS:**

- ALL COUNSELORS MUST HAVE A COLLEGE DEGREE OR A MINIMUM OF 2 YEARS EXPERIENCE WORKING WITH PERSONS WITH HIGH NEEDS AND A HIGH SCHOOL DIPLOMA.
- VALID DRIVER’S LICENSE AND RELIABLE INSURED VEHICLE. DRIVING CLIENTS IS REQUIRED.
- PASS REQUIRED BACKGROUND CHECKS.

********Successful Living pays a $100 bonus on completion of the probationary period**********

Please submit your resume and professional references to:

HR Director Deb Watson: dwatson@icsuccess.org