Habilitation Home Counselor

General Responsibilities-Habilitation Home Counselor

HHC is responsible for working with residents to provide supportive counseling and hands-on skill building/training to enhance a client’s ability to function at home and in the community and increase independence. This may include daily living skills, use of leisure time, socializing, budgeting, as well as other areas determined by the client and the client’s team.

Habilitation Home Counselor Duties

❖ Ensure that the home is functional and conducive to residents to achieving their goals. Work with resident on maintain a daily schedule/routine, including good personal hygiene. Assist in making sure the home is clean and in working order by directing chores and doing maintenance tasks as assigned. Address any issues residents have in a way that minimizes the likelihood of flights in the household.
❖ Work to ensure positive relations with neighbors and minimizing disturbances or other concerns. Maintain a clean, quiet and functional home and property.
❖ Maintain flexibility with schedule; May be contacted to cover shifts when a need is identified.
❖ Maintain open communication with staff and residents.
❖ Meet with supervisor weekly or as scheduled. Complete house maintenance tasks as directed and follow up on chore completion, plan house activities, etc.
❖ With HLC, assist in completion of Social History, Person Centered Plan and all other paperwork required in client files to meet Chapter 24 and agency compliance as directed.
❖ Generate accurate and timely case notes, progress reports, incident reports and any other regular paperwork required for client program maintenance for computer and paper files.
❖ Assist in the development and monitoring of client goals and action steps for effective achievement of client goals as directed.
❖ Support clients in accessing community resources.
❖ Participate in regular home team meetings, quarterlies, trainings, etc., as mandated by HLC.
❖ Direct resident to put maintenance requests in writing. If there is a maintenance emergency, contact the Housing Director directly.
❖ Distribute agency and client mail daily at regularly scheduled, posted times.
❖ Assist in providing notices, as directed, when leases are violated and monitor and follow through on the process.
❖ As directed, meet with tenant or arrange for another team member to be present, for inspection when residents move in/out, get keys, take pictures of rooms, etc.
❖ Identify regular and special cleaning tasks and support residents in their completion.
❖ Complete other duties as assigned.

REQUIREMENTS:
EDUCATION, TRAINING AND EXPERIENCE:

- HS diploma; Bachelor’s degree in the Human Service field preferred.
- 1+ year(s) experience working with low-income, high needs persons. Additional experience may be used in lieu of HS diploma
- Pass multiple background checks including but not limited to dependent adult/child abuse and criminal background check and driving records check.

Valid Driver’s License, reliable vehicle and insurable with Successful Living’s insurance to allow transport of clients. Maintain compliance with agency insurance requirements.

WAGE/SALARY

FT: 32-40 hours/week
PT: < 32 hours/week

Monday-Friday
1st and 2nd shift (6am-6pm)
Hourly-$11.05/hr initial. $11.55/Hr after successfully passing probation.

Monday-Thursday
3rd shift (6pm-6am)
Hourly-$11.55/Hr initial. $12.05/Hr after successfully passing probation.

Friday 6pm-Monday 2am
Hourly-$12.05/Hr initial. $12.55/Hr after successfully passing probation.

Usual Shifts: 7am-3pm, or 10am-6pm, or 3pm-9pm, or 6pm-2am. Days and times may vary. Successful Living pays a $100 Bonus on completing probation.

Interested candidates are welcome to contact Deb Watson, Human Resources Director at:
Successful Living or: dwatson@icsuccess.org
2406 Towncrest Drive
Iowa City, IA  52240

Please include your cover letter, resume, and references.