House Lead/SCL Counselor

General Responsibilities – SCL Counselor
Responsible for the general operation of assigned house (Church, Dodge or Dubuque). Regular office hours will be maintained at the residence in order to facilitate the needs of the residents. Primary responsibility remains with maintaining a caseload of clients and maintaining minimum expected contact hours.

General Responsibilities – House Lead
Responsible for the general operation of assigned house (Church, Dodge, Dubuque). Regular office hours will be maintained at the residence in order to facilitate the needs of the residents. Primary responsibility remains with maintaining a caseload of clients and maintaining minimum expected contact hours.

House Lead Duties

- Ensure that the house is functional and conducive for the residents’ transition towards independence. Measures of effectiveness are: decreased issues/police visits; house is clean and in working order and not damaged.
- Attain and distribute supplies needed for operation of the house quarterly.
- Coordinate and conduct house meetings at least monthly to pass on information, address concerns, follow up on chore completion, plan house activities, etc.
- Ensure that all residents have an opportunity to receive Table to Table.
- Maintain and follow up with client chore list, assign chores to new residents.
- Maintain weekly contact with Facilities Coordinator by having a weekly 1:1 supervision meeting.
- Maintain at least monthly contact with the Housing Facilitator, and more frequently as needed (i.e., new client moved into house...).
- Be present for all house inspections that occur at the house.
- Complete weekly walk-through of house and report needed house repairs/maintenance requests to Facilities Coordinator (from tenant reports, house meetings, etc.)
- Communicate with Facilities Coordinator regarding the status of maintenance requests.
- Monthly safety inspection of designated house.
- Get Mail
- Have at least 1 regularly scheduled hour at the house—this can be time working with a client.
- Identify regular and special cleaning tasks—maintain sign up for tasks—manage monthly incentive activities—coordinate with tenants’ SCL counselors
- Report special cleaning tasks to FC for possible community service
- Coordinate recycling—specifically cans/bottles with deposits (other categories, if possible)
- Maintain inventory of cleaning/paper supplies and replace items as needed & budget allows
- Maintain keys for each room
- Safety/Function
  - Perform quarterly fire/tornado drills
  - Perform quarterly unit inspections
  - Perform quarterly inspections of house and determine needs/improvements
  - Set thermostats (70 winter, 74 summer)
- Maintain inventory of house furniture and arrange removal and replacement as needed (coordinate with maintenance staff)
- Provide notices when leases are violated and monitor process
- Meet with tenant for inspection when moving out, gets keys, etc.,
- Meet weekly with Facilities Coordinator

I have received a copy of the counselor job description and I agree to abide with the description while I am employed as a counselor at Successful Living. I am able to perform the aforementioned duties without accommodation. I understand that starting pay is $11.55/hour and will increase to $12.00/hour once probation has successfully been passed.

Employee: ___________________________ Date: _______________

Supervisor: _________________________ Date: _______________