Habilitation Home Counselor

General Responsibilities – PT Habilitation Home Counselor
29 or fewer hours/week. Schedule can be flexible throughout the week; days, evenings and weekends available.

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 residents on maintaining 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 fights in the house, police calls or complaints from neighbors.
- Work to ensure positive relations with neighbors by maintaining open communication 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 Habilitation Lead Counselor (HLC), ensure that case managers are contacted at least monthly for residents living in the home.
- Serve as an informed contact for clients’ case managers. 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. Ensure that case managers receive documentation as needed.
- 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.
- Ensure that clients served have appropriate levels of service and are able to achieve his/her goals.
- Collaborate with staff as needed to accomplish duties and responsibilities and to facilitate the functioning of Successful Living programs and goals.
- Ensure that all residents have an opportunity to receive Table to Table.
- Participate in regular home team meetings as needed (i.e., new client moved into home...).
- Direct residents to put maintenance requests in writing. If there is a maintenance emergency, contact the Maintenance Supervisor directly. Maintain timely communication with supervisor regarding the status of maintenance requests.
- 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 room, etc.
Identify regular and special cleaning tasks and supervise residents needing to do community service to complete assigned tasks. Report special cleaning tasks to supervisor so that community groups can be recruited to help.

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 need 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.
- Previous supervisory experience preferred.
- Valid Driver’s License and insurable with Successful Living’s insurance to allow transport of clients. Maintain compliance with agency insurance requirements.

**WAGE/SALARY:**

Part Time: Up to 29 hours/week

Hourly – $10.50/Hr initial. $11.00/Hr after successfully passing probation.

Although days and times may vary according to need, shifts will generally be:

**Sunday-Saturday**

- 7am-3pm
- 10am-6pm
- 3pm-9pm
- 6pm-2am

I have received a copy of the Habilitation Home Counselor job description and I agree to abide with the description while I am employed as a Home Lead at Successful Living. I am able to perform the aforementioned duties without accommodation. I understand that I need to give 30 days’ notice if I should choose to resign my position. I am able to perform the aforementioned duties without accommodation.

Employee: ___________________________ Date: ________________________

Printed Name

________________________
Signature

Supervisor: ___________________________ Date: ________________________

Printed Name

________________________
Signature