COUNSELOR WILL MEET WITH CLIENTS ON A ONE-ON-ONE BASIS TO PROVIDE COUNSELING SERVICES OR HANDS ON TRAINING TO ENHANCE CLIENT’S DAILY LIVING SKILLS. SCHEDULE WILL BE MAINLY M-F 9-5, ALTHOUGH EVENINGS AND/OR WEEKENDS MAY BE REQUIRED.

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

DUTIES:
* To assist clients in development of an individual case plan reflective of goals and action steps.
* To teach daily living skills to clients.
* Counselors will meet with clients in the most natural setting--their homes or in the community.
* Counselor will assist clients in developing natural supports, and to be as independent as possible.
* Maintain at a minimum, 28 hours of billable contact with clients each week.
* To type daily contact sheets and hours on assigned clients. Contact sheets need to be done on computer and placed on the M drive; tell the date and time you met with clients; identifying goals and action steps worked on. Contact sheets must be turned in with time sheet each Wednesday by 5:00 pm with weekly summary of hours.
* To turn in quarterly progress reports on assigned clients. Counselors must use agency form and type information maintaining appropriate deadlines.
* All agency staff are required to provide information to compliance coordinator pertaining to incident reports and monthly updates on progress of goals.
* Meet weekly with assigned supervisors to review clients.
* Responsible for maintaining documentation in files as outlined by Chapter 24 and Habilitation guidelines.
* To contact clients if appointments need to be changed or if the counselor will be running late or ill.
* To treat clients and other staff with dignity and respect.
* To attend all agency staffing and training.
* To work days and hours as assigned by supervising coordinator(s).
* To communicate consumer information to other staff.
* Agree to follow all agency policies and procedures, related to Chapter 24 and Habilitation guidelines.
* To submit a properly completed schedule each Friday on the computer.

I have received a copy of the counselor job description and I agree to comply 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 $11.05/hour and will increase to $11.55/hour once probation has successfully been passed.

Employee: ___________________________ Date: ________________

Supervisor: ________________________ Date: ________________