Job Title: SCL Counselor—Full Time

Requirements:

- All counselors must have a college degree or a minimum of 2 years experience working ON LIFE BUILDING SKILLS with persons with MENTAL ILLNESS OR OTHER BARRIERS TO INDEPENDENCE.
- Valid Driver's License and reliable insured vehicle. Driving clients is required.
- Pass a background check.

Duties:

- Assist clients in development of an individual case plan reflective of goals and action steps.
- Teach daily living skills to clients to empower them to live as independent as possible.
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- 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.
- Type daily contact sheets and hours on assigned clients. Contact sheets are done on computer and placed on the Portal, telling the date and time you met with clients, identifying goals and action steps worked on together. Contact sheets must be turned in within 48 hours. Time sheets and mileage are to be submitted within 1 business day after the 1st and 15th of each month.
- 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 to Case Managers.
- Meet weekly with assigned supervisor to review clients.
- Responsible for maintaining documentation in files as outlined by Chapter 24 and Habilitation guidelines.
- Contact clients if appointments need to be changed or if the counselor will be running late or is ill.
• Treat clients and other staff with dignity and respect.
• Attend all agency staff and team meetings including trainings.
• Work days and hours as assigned by supervisory coordinator(s). Counselor is able to manage their own schedule to suit their needs and those of their clients.
• Communicate consumer information to other staff as needed.
• Agree to follow all agency policies and procedures, related to Chapter 24 and Habilitation guidelines.
• Submit a properly completed Outlook schedule each Friday on the computer.

Starting pay is $11.05/hour and will increase to $12.05/hour once probation has been successfully completed.

Apply online at icsuccess.org website, or email your cover letter, resume and references to Deb Watson, HR Director: dwatson@icsuccess.org

*****Successful Living pays a $50 BONUS on completion of the probationary period*****