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 of 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 in ink and 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 client 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 understand that I need to give 30 days’ notice if I should choose to resign my position.

Employee: ___________________________ Date: _______________
Supervisor: _________________________ Date: _______________

Employee: ___________________________ Date: _______________
Supervisor: _________________________ Date: _______________