

Rehabilitation Counselor

TITLE: Rehabilitation Counselor **DEPT:** Residential
REPORTS TO: Residential Director **DATE:** July 2022
CLASSIFICATION: Non-Exempt **GRADE:**

Position Summary

Under the supervision of the Residence Director, the Rehabilitation Counselor (RC) is responsible for the provision of direct services for all individuals in the residence. The RC will provide a normalized, therapeutic, and safe environment in the least restrictive atmosphere possible. The RC promotes positive self-esteem of residents in a home atmosphere through consistently positive interactions, support, encouragement, and unconditional respect of individual resident rights. Assist with the daily routine of the house, which may include meal preparation, lifting, transferring, medication administration, assistance with Activities of Daily Living, transportation to medical appointments, and behavioral interventions.

Job Functions

1. Implement strategies contained within behavior intervention plans identified through functional behavior assessments.
2. Implement Behavior Support Plan. These services are designed to meet specific therapeutic needs based on individualized annual plans, goals, and objectives.
3. Provide training, advocacy, and treatment to individuals served. Manage a schedule for individuals served to obtain services, and therapeutic recreation, living skills, and community integration.
4. Collaborate with a multi-disciplinary clinical team to lead to the development and implementation of individualized comprehensive treatment plans that provide for individual counseling, group therapy, nutrition, medical, recreational, and social programming.
5. Collaborate with a multi-disciplinary team to lead to the development and implementation of individualized plans that provide for individual support to include, but not limited to, adaptive services such as speech therapy, vocational training, and life skills instruction.
6. Teach lessons on daily living skills. This may include, but is not limited to medication administration, exercise and nutrition training, community integration, human rights advocacy, social and life-skills training, as well as educational and life planning.
7. Assists and actively participates in all aspects of the Life Plan or Comprehensive Functional Assessment (CFA). Ensures resident's plan of care is implemented. Responsible for documentation of residents' goals.
8. Transports by driving the agency vehicle (cars, minivans, buses) and/or accompanies individuals on appointments or scheduled activities. Ensures wheelchairs are secure by using straps and hook ups as trained.
9. Assist and/or supports daily living skills (e.g. personal hygiene, food preparation, housekeeping, laundry, shopping). Ensure that residents are appropriately dressed at all times.
10. Advocates for or provides support to individuals in their home and while in the community (church, recreation activities etc). Provides support as needed and maintains safety for individuals served while accompanying them outside of the home.
11. Facilitates learning and skill training in fire safety. Safely evacuates individuals who cannot do it independently.

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12. Correctly applies or assists in the application of personal adaptive equipment. Reports all damaged, missing or defective adaptive equipment or environmental safety hazards to a Supervisor/Manager or a Nurse.
13. Reports immediately to Justice Center, Supervisor, Manager, QIDP, BIS or Nurse any suspicion of verbal, physical, psychological, sexual abuse or neglect of individuals served. Comply with Mandated Reporter status.
14. Reads data/documentation (Electronic Medical Record and Medication Administration Record) and reports errors or missing data to the Supervisor/Manager and writes appropriate data during the assigned shift.
15. Applies knowledge and skills gained through required training that takes place after orientation and buddying process.
 - a) Medication administration/G-tube training
 - b) Cardio-pulmonary-resuscitation prevention (CPR)
 - c) First Aid
 - d) Strategies for Crisis Intervention & Prevention- Revised (SCIP-R)
16. Performs assigned household chores, which includes but is not limited to, cooking, cleaning, laundry, food shopping, and maintenance related duties performed both inside and outside of the residence. In Group homes this may include shoveling path from doorways and cleaning snow/ice from vehicles
17. Assists in maintaining an inventory of residents' clothing and personal effects on a routine basis in order to ensure that individuals are properly clothed.
18. May be requested to participate in the resolution of crisis management. Required to report all incidents, both verbally and in writing to the supervisor/manager.
19. Will be required to perform bed checks, rounds and repositioning of residents every two (2) hours, or as determined to be necessary by individual plan, or as assigned.
20. May be assigned other tasks and duties reasonably related to their job responsibilities.

Work Schedule

Rehabilitation Counselor staff can work a regularly scheduled full time or part time hours. This position is non-exempt and is eligible for overtime pay. This position can be mandated to work additional hours/overtime to ensure adequate staffing ratios.

Essential Skills

1. Strong commitment to CP's mission and values and to working with individuals with I/DD and their families. Promotes the Agency's mission and policies at all times.
2. Demonstrates commitment and a positive approach to the job and uses time effectively to ensure maximum productivity.
3. Excellent verbal and written communication skills. Informs Supervisor/Manager and team members of relevant issues in a timely manner.

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4. Learns and follows the Agency's policies and procedures and attends mandatory in-service programs given by the Agency.
5. Responsible for full understanding of emergency/evacuation procedures.
6. Adapts to new or unusual situations or changes without affecting performance.
7. Works cooperatively with team members and all other Agency personnel.
8. Demonstrates ability to perform essential job functions while cooperatively working with Managers/Supervisors to carry out directives.
9. Proven ability to work both independently and as part of a team.
10. Attentive to the work environment and provides appropriate intervention, as needed.
11. Strong communication and customer service skills and ability to maintain confidentiality. Maintains confidentiality of organizational and residents' information.
12. Respectful of the rights and feelings of others and maintains a demeanor appropriate to a work environment.
13. Reports to work and leaves work, on time as scheduled.
14. Accepts and efficiently performs job tasks, duties, and assignments as instructed.
15. Demonstrates concern and courtesy to staff and visitors.
16. Must successfully complete within three (3) months of hire date, and then maintain, certification for required training in Medication Administration, and Strategies for Crisis Intervention & Prevention-Revised (SCIP-R) as required. Cardio Pulmonary Resuscitation (CPR) must successfully be completed contemporaneously.
17. Must successfully complete training on gastrointestinal nourishment assistance, i.e., caring for g-tubes, as applicable.
18. Must successfully complete and maintain CP's driver authorization.

Qualifications

EDUCATION:

BS/BA required. Degree must be in one of the following areas: Education, Psychology, Sociology or Social Work. No waiver will be permitted for these requirements.

EXPERIENCE:

A minimum of one year of experience working with individuals with developmental disabilities preferred.

OTHER:

Must be 21 years of age or older.

Must have valid and clean drivers' license for at least 3 years and successfully complete and maintain CP's Driver Authorization.

Name (please print): _____

Signature: _____

Date: _____