



CARING FOR OUR COMMUNITY ONE PERSON AT A TIME

Job Description

Job Title: Residential Counselor
Lawrence House

Department: Residential Programs & Housing

Position Status: Non-exempt
Full time

Supervised by: Program Manager

General Statement of Duties:

Under the direct supervision of the Program Manager, the Residential Counselor provides direct care in a community residence setting. Emphasis is on training and assisting residents, and supervising activities of daily living. This position requires flexibility in the work schedule to respond to programmatic needs.

Specific Duties or Typical Work Activities:

- Participate in the intake and admission processes, when necessary
- Orient incoming residents
- Counsel skill development
- Provide behavior intervention
- Manage crises
- Report and keep case records
- Assess residents' functional abilities
- Teach, assist and supervise residents in areas such as:
 - Nutrition
 - Finances
 - Self Care
 - Medication
 - Housekeeping
 - Leisure
 - Time Management
 - Social Skills
 - Utilization of Community Services
- Participate in discharge planning
- Provide follow-up in discharge planning
- Related work, as required

Required Knowledge and Skills:

- Demonstrated ability to effectively provide assistance to persons with addiction problems
- Verbal and written communication skills
- Ability to work in a team environment
- Computer and technology skills
- Good interpersonal skills
- Valid NYS Driver license, acceptable driving record, and adequate auto insurance coverage

Qualifications:

- Bachelor's degree and 1 year experience in a human services field *or*
- Associate's Degree and 3 years of experience in a human services field *or*
- Alternative experience and/or education as approved by the NYS Office of Mental Health

Catholic Charities of Cortland County is an Equal Opportunity Employer.



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Additional Expectations:

- Expected hours will vary and may include night shifts, weekends and/or holidays
- Must comply with all agency policies and procedures, using the Program Policy and Procedure Manual as a reference
- Required to understand and abide by the laws, regulations, policies, and procedures that apply to the program or service provided
- Required to report any known or suspected violation of laws, regulations, policies, or procedures related to programs, services, agency operations, or personnel of the agency
- Required to maintain accurate documentation including, but not limited to, purchase orders, petty cash, expenditures, mileage records, and time sheets