# Residential Counselor Job Description

Responsibilities:

Residential Counselors will be responsible for the day-to-day training, documentation, interventions, and health and safety of residents and respite care recipients at Ascending Dove Care Facility, Inc.

Residential Counselors will be responsible for:

1. Provide training in daily living activities of residents and respite care recipients.

2) Monitoring daily health care and personal hygiene as appropriate, including administering medication.

1. Maintaining a safe, family environment.
2. Participating as a chaperone in community outings.
3. Transporting to activities as requested.
4. Monitoring and documenting activities of daily living.
5. Assisting in community integration and contact with family and friends.
6. Listening to individuals concerns and identify services to meet their needs.
7. Promoting the growth and dignity of residents and respite care recipients.
8. Other activities as required to maintain the quality of programming.

Residential Counselors must have the following knowledge, skills, and abilities:

Knowledge:

1) Understand Intellectual Disabilities.

2) Understand and support Ascending Dove’s mission, vision, and guiding principles.

3) Know all pertinent first aid, CPR and health related information.

Skills:

1. Have documentation and writing skills.
2. Have communications skills with a variety of people, individuals with disabilities, family members, and providers.
3. Have the skills needed to interact with people who have Intellectual Disabilities.
4. Have the organizational skills to assist in the smooth operation of the program.

Abilities:

1. Able to analyze tasks and make adaptations.
2. Can assist in developing appropriate plans.
3. Respects individuality and rights of each resident and respite care participant.
4. Able to follow directions and accept supervision.
5. Able to work collaboratively with other staff at Ascending Dove.

Residential Counselors must also have:

1. At least six months experience working with people with Intellectual Disabilities, Learning Disabilities and Emotional Disturbances.
2. At least a high school education;
   * + - 1. A recent criminal background check, including a finger print check by the FBI, the state and CPS Central Registry.

4) A valid driver’s license, a recent Motor Vehicle Report; and

5) Training in first aid and CPR, and medication administration training and MR Waiver Training.

6) Training in Crisis Wave Behavior Management

The Director supervises the Residential Counselors