
Job Description

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Day Habilitation Counselors meet with clients in a group setting to provide support and hands on training to enhance client's daily living skills, assist in developing natural supports and help increase community integration. Every day is different, and the counselor will be planning and leading groups, participating in special event, recruiting clients to the Day Hab program, providing crisis intervention between clients, completing paperwork, organizing and providing transportation. Groups take place in the Day Hab facility at Successful Living's main office or out in the community, and are made up of adults age 18 and older who are diagnosed with a chronic mental illness..

CORE DUTIES:

PROGRAMMING AND DIRECT SERVICE

- *Direct Service* – Day Hab Counselors lead and participate in groups on a weekly basis to form a good rapport with the client base to maintain client retention. These groups include such activities as cooking, art, working out, board games and various community outings.
- *Calendar*: Day Hab Counselors will assist the Director in creating a monthly calendar that is distributed to the agency and community by the 2nd week of each month. Day Hab Counselors are expected to give input on ideas for activities, new groups, and potential community engagement outings.
- *Driving*– You will be required to drive a large van and occasionally your personal vehicle to transport clients to community integrated events.
- *Events*– Day Hab Counselors will be expected to assist the Director with organizing designated events throughout the year.

SERVICE DOCUMENTATION COMPLETION

In compliance with Chapter 24, state, federal, agency and other required guidelines, Day Hab Counselors will be expected to:

- Submit case notes within 24 hours of services being provided.
- Assist the Director in maintaining all External Client files.
- Complete Incident Reports within required time span
- Other documentation as required

PROFESSIONAL RESPONSIBILITIES:

- Communicate in a timely manner with team of care providers
- Assist clients in working on goals established during each clients Individual Service Planning Meeting
- Follow through with a consistent schedule and adherence to deadlines
- Complete all paperwork as assigned by supervisor
- Meet with supervisor weekly
- Establish and maintain a consistent schedule with clients and negotiate needed adjustments
- Treat all clients and colleagues with dignity and respect
- Prompt, professional, and responsive communication with clients, fellow staff, supervisor, collateral agencies – in-person, telephonic, electronic, written, etc.
- Follow all agency policies and procedures
- Maintain a current schedule on Outlook reflecting all appointments and hours worked Calendars must be updated for upcoming week each Friday by 5:00 pm.
- Dress, personal appearance, and manner of behavior must reflect a professional image
- Maintain confidentiality and HIPAA guidelines
- Other duties as required and/or assigned

DIRECT SUPERVISOR: Day Habilitation Director

QUALIFICATIONS:

REQUIRED

- Minimum of a two-year degree or equivalent, with previous Human Service experience
- Pass multiple background checks, including but not limited to dependent adult/child abuse and criminal background check and driving records check.
- Maintain valid driver's license and reliable, privately insured car, as well as insurability with agency insurance requirements

PREFERRED

- Bachelor's degree in the Human Service field preferred
- 1+ year Human Service experience strongly preferred
- 6 months with experience working in a group setting

KEY SKILLS: Upbeat attitude, Open Minded, Flexible, Organized, Creative, Adaptable, Technology And Social Media Savvy, Solid Understanding Of Mental Health, Well Versed In Area Resources (Both Social Service Related And Recreationally Related), Proactive Regarding Client Needs And Symptoms, Strong Leadership Skills, Crisis Intervention Skills, Strong Team Skills

Interested Candidates, please include your professional references with your resume and submit to the Director of HR at the Agency.