



Habilitation Home Counselor Job Description

The Hab Home Counselor works with clients 18 years and older who live with chronic mental illness, engaging with clients in our agency owned homes to support and empower them to live more independently. Clients determine the goals they want to work on and identify what supports they need from staff. Staff assist clients in adaptive skills development, assistance with activities of daily living, community inclusion, transportation, adult educational supports, and social and leisure skills development.

CORE DUTIES:

DIRECT INTERACTION WITH CLIENTS

- Working and facilitating progress toward client goals
- Coaching and counseling
 - ✓ developing symptom management strategies and coping skills, and identifying triggers
 - ✓ developing natural supports and encouraging community integration
 - ✓ mitigating barriers and working toward independence
 - ✓ improving and building life skills
- Enhancement of daily life and quality of life
 - ✓ building supports in the community and through development and maintenance of interpersonal relationships
 - ✓ supporting organizing and structuring of client's schedule and daily, weekly, and monthly routines
 - ✓ monitoring physical health and encouraging healthy practices
- Advocacy and assisting in accessing community resources,
- Transporting clients for necessary appointments and other obligations as needed and/or included in their service plan.
- Maintain contact with clients throughout assigned shifts.

SERVICE DOCUMENTATION COMPLETION

- In compliance with Chapter 24, state, federal, agency and other required guidelines:
 - ✓ completion of client notes within 24 hours
 - ✓ submission Incident Reports within 24 hours
 - ✓ Other documentation as required

TEAM AND AGENCY PARTICIPATION

- Attend all scheduled House staff meetings
- Participate in additional training as assigned
- Assist other house staff through information share and meeting client coverage needs

PROFESSIONAL RESPONSIBILITIES:

- Follow through with a consistent schedule and adherence to deadlines
- Complete all paperwork as assigned by supervisor
- Meet with supervisor weekly or as scheduled
- Treat all colleagues with dignity and respect
- Prompt, professional, and responsive communication with clients, fellow staff, supervisor- in-person, telephonic, electronic, written missive
- Follow all agency policies and procedures
- Dress, personal appearance, and manner of behavior must reflect a professional image
- Maintain confidentiality and follow HIPAA guidelines
- Other duties as required and/or assigned

DIRECT SUPERVISOR: Hab Home Lead

QUALIFICATIONS:

REQUIRED

- Must be 18 years or older.
- Must have high school diploma or GED
- 1+ year 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

Two-year degree in Human Services field or equivalent experience.

KEY SKILLS:

- Ability to work and engage with a wide variety of people
- Problem solving
- Active listening
- Ability to work independently and collaboratively
- Adaptability
- Ability to meet deadlines
- Writing detailed client notes
- Basic computer literacy

COMPENSATION:

Hourly rate is \$12.05. FT for Hab Homes counselor is 32+ hours per week.

- \$100.00 sign-on bonus after successful completion of probation.
- Competitive Benefits Package including, but not limited to
 - ✓ Health Insurance (employer-employee funded) FT
 - ✓ IRA (optional) after earnings of \$4,000 FT/PT
 - ✓ Vacation/Sick FT
 - ✓ Holiday pay FT
 - ✓ Mileage Reimbursement FT/PT
 - ✓ Employee Assistance Program (EAP) FT/PT
 - ✓ Staff Development & Training FT/PT

EMPLOYMENT AGREEMENT:

I have received a copy of the Hab Home counselor job description and I agree to comply with the description while I am employed as a counselor at Successful Living. I am able to perform the duties as listed without accommodation.

I agree to provide 30 days' notice in the event that I choose to leave this position.

Employee: _____

Date: _____

Signature: _____

Authorized Staff (Position Title): _____

Date: _____

Signature: _____

Revised 11/2019