**Residential Counselor-Full Time**

**Job description**

Are you looking for a position that doesn’t feel like a job? Do you wish to make a difference in which your contributions directly impact agency operations and the quality of life of those you serve? Do you seek a vibrant, inclusive and diverse team environment that stirs your creativity? Then look no further:

Triple C Housing, Inc. (Triple C) is a 501c3 community housing development organization (CHDO) focused on expanding affordable housing opportunities complimented by supportive services to individuals, families and veterans impacted by a disability, who are experiencing homelessness or long term hospitalization.

The Residential Counselor is responsible for assisting consumers in access and maintenance of quality rehabilitative support services. Provides hands on support and promotes consumer independence by developing Individual Recovery Plans, establishing goals and monitoring progress, ensuring continuity of care.

**RESPONSIBILITIES**

**Service/Compliance:**

· Ensure compliance with the Division of Mental Health and Addiction Services (DMHAS), Centers for Medicare and Medicaid (CMS) governing regulations, as well as agency policies and procedures.

· Promote wellness and recovery activities using evidence based best practices inclusive of Motivational Interviewing (MI), Illness Management and Recovery (IMR), Wellness and Recovery Action Plan (WRAP), and Integrated Dual Disorders Treatment (IDDT).

· Manage assigned caseload, assessing consumer needs and develop service plans within agency guidelines.

· Review service plans regularly to determine the need for continued social services and modifies as necessary.

· Document observations and communicate information to Program Coordinator, RN and treatment team.

· Provide consumer counseling in achievement of identified goals.

· Assist consumers with activities of daily living, to include, but not limited to:

- Cleanliness / personal hygiene

- Money management / budgeting

- Household responsibilities/laundry/cooking/shopping

- Community involvement/meetings

- Benefits and entitlements

- Medical case management (doctor’s appointments, prescriptions, etc.)

- Employment related

- Transportation navigation

- Education

· Encourage family and natural supports.

· Oversight of medication administration and tracking within agency prescribed guidelines.

· At times, may facilitate consumer groups, focusing on common educational themes.

· Ensures phone coverage for warm line for agency consumers in all programs during non-business hours.

· Participates in special consumer related functions, e.g.: community nights, agency sponsored functions, etc.

**Administrative:**

· Prepare required documentation timely and accurately for consumer charts, as per established agency guidelines. (Case notes, weekly progress notes, recovery plans, communication log, etc.)

· Complete all required billing documentation accurately and timely.

· Complete required activities and documentation on fire drills, safety inspections, vehicle inspections, home related inspections.

· Provide transportation.

· Report any facility issues to maintenance for repair.

· Secure consumer funds when necessary, under direction of Program Coordinator.

· Complete annually required trainings.

· Complete special projects/tasks as assigned.

**KNOWLEDGE/SKILLS/ABILITIES**

· Ability to work with difficult situations and handle matters with sound judgment and discretion, following prescribed agency protocols.

· Effective verbal and written communication skills, with the ability to exercise critical thinking skills.

· Ability read, speak and write English; bilingual a plus.

· Ability to handle multiple projects and prioritize accordingly in a changing environment.

· Demonstrate and promote cultural sensitivity and professionalism.

· Ability to operate motor vehicle (car/minivan) safely, using defensive driving techniques.

**COVID-19 Vaccine requirement: Per Executive Order No. 283 signed by Governor Murphy new hires in eligible settings are required to be fully vaccinated against COVID-19. This includes being up to date with booster, if eligible. This role falls under this executive order and new hires must meet this requirement.**

Job Type: Full-time

Pay: $16.75 per hour

COVID-19 considerations:
All employees are required to wear a mask. All surfaces are sanitized 3 times a day.