**Senior Residential Counselor**

**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.

**RESPONSIBILITIES**

**Service/Compliance**:

* Communicate, coordinate and ensure compliance with Division of Mental Health and Addiction Services (DMHAS), Centers for Medicare and Medicaid (CMS), and other governing bodies, as well as agency policy and procedures.
* Promote wellness and recovery activities using evidence based practices inclusive of motivational interviewing (MI), Illness Management and Recovery (IMR), Wellness and Recovery Action Plan (WRAP), and Integrated Dual Disorders Treatment (IDDT).
* Manages the group home and consumers while supporting residential staff in daily activities to ensure program commitments are met.
* Manage group home staff in daily activities to ensure program commitments are met and ensure 24 hour coverage is maintained.
* Collaboratively works with residential counselors and consumers in assessing consumer needs and develop service plans within agency guidelines. Develops and completes IRP plans with family and program input on a scheduled basis, and determines the need for modifications as necessary. Encourage family and natural supports involvement in consumer’s lives and as documented in the IRP.
* In coordination with residential staff, directs and assists with programming, activities of daily living, to include, but not limited to: personal hygiene, money management/budgeting, household chores, laundry, meal planning, shopping, meal preparation, community engagement and involvement, access and coordinate benefits and entitlements, medical case management (supports consumers in scheduling doctor’s appointments, filling prescriptions, etc.), employment, transportation navigation, education, as well as attend community functions and or meetings with the consumers.
* Coordinates transportation and plans recreation and social activities; coordinates community engagement.
* Oversight of medication supervision within agency prescribed guidelines and assures compliance with all policies concerning medication supervision.
* Completes and maintain reports and logs as required, i.e.: medication tracking log, communication log, attendance reports, progress notes, case notes, etc. timely and accurately. Ensures all reports are up to date, accurate and meet policy standards.
* Leads preparation and engages participation of Medicaid and licensing audits.
* In coordination with the Program Coordinator, facilitates consumer groups, focusing on common educational themes such as budgeting, meal planning, social and recreational planning.
* Plans and participates in special consumer related functions, e.g.: community nights, sponsored functions, etc.

**Service Related:**

* Implement and maintain program structure, systems and procedures to effectively run the residence, ensuring the safety and well-being of the consumer residents.
* Promote consumer independence, developing Individual Recovery Plans (IRP) targeting areas in need of assistance; monitor progress; consult with team; and recommend changes when needed.
* Collaborate on crisis prevention and intervention plans for consumers, as needed.
* Responsible for establishing, with the assistance of residential staff, consumer programming as aforementioned in the areas of independent living.
* Completion of medication tracking and education for consumers of residence, assuring all policy standards are followed.
* Participate in agency on-call rotation, following established protocol, as scheduled.

**Administrative/Financial:** ·

* Participate in maintaining chart compliance according to program requirements and within established agency protocols. ·
* Ensure weekly progress notes, case notes, IRP updates, assessments are done within prescribed timeframe. ·
* Responsible for oversight of petty cash as well as securing consumer funds as needed, safeguards assets and submits reconciliations. · Prepare timely and accurately, weekly and monthly reports, to include home inspections, life and fire safety inspections and vehicle inspections. Reports on areas requiring remediation. ·
* Represent agency at community/outside meetings and functions. ·
* In absence of Program Coordinator, prepares weekly reports and required documentation as instructed. ·
* Assist staff with documentation, interventions and community contacts.
* Assist with staff training and orientation. ·
* Consult with Program Coordinator, RN, and treatment team on a regular basis regarding occupancy standards, billing logs, etc. ·
* Document observations in the communication log so as to ensure that other staff members in the home are informed of daily observations. Report any facility issues to maintenance for repair. ·
* Report any vehicle issues to fleet management company or facilities coordinator. ·
* Secure consumer funds when necessary, under the direction of the Program Coordinator. ·
* Responsible for fire drills, safety inspections, vehicle inspections, home inspections, etc. ·
* Complete annually required trainings. ·
* Completes special projects and tasks as assigned.

**KNOWLEDGE/SKILLS/ABILITIES**

* Possess leadership skills with team work as a focus of supporting staff.
* Ability to work with difficult situations, exercising good judgment and discretion. ·
* Strong organizational skills, detail oriented and ability to handle multiple priorities in a fast paced, changing environment. ·
* Effective oral, written and electronic communication skills. · 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.**

Full-Time

$20.00/hr