

Job Description – Relief Residential Counselor

Currently hiring motivated, energetic and mission driven individuals to fill our Relief Residential Counselor positions in our community based residential programs for adults with Acquired Brain Injuries (ABI) and individuals with Intellectual and/or Developmental disabilities. If you are you a CNA, Home Health Aide, Residential Counselor, or another type of caregiver we welcome you to apply! We have incredible opportunities for both experienced and inexperienced individuals.

Summary:

Under the general supervision of the Residential Coordinator, the Relief Residential Counselor provides support to participants in group homes with group homes for individuals with Intellectual and Developmental disabilities or Acquired Brain Injuries (ABI) with the goal of maximizing participant's capacity for personal growth and community membership consistent with each participant's support plan. Residential Counselors work to ensure high quality of care for participants.

Supervision, Training, and Administrative Responsibilities

- Actively participate in regular supervision and work with the Residential Coordinator to ensure a safe home environment for all participants. Participate in staff meetings, case reviews, ISPs and other required training.
- Maintain all required certifications. Comply with MAB and DDS policies and applicable state laws.
- Complete tasks assigned by Residential Coordinator, Case Manager, AOD, MAP Consultant and all other supervisors as requested.

Quality Assurance

- Ensure a safe and clean home for all participants. Assist and support participants to help maintain the home.
- Assist with data collection, progress notes and assessments in the implementation of ISPs.
- Comply with all program policies on documentation, communication, reporting, and confidentiality. Keep accurate accounting of participant and program funds.
- Dispense medications, obtain vital signs, and administer treatments to participants per physicians' orders and according to Medication Administration Program (MAP) policy, if MAP certified.

Person Centered Planning and Support

- Advocate effectively for participants, ensuring participants' choices, interests and needs are supported and implemented consistent with their Individual Support Plan (ISP), including person centered planning.
- Provide direct support to and teach participants in the completion of their activities of daily living (including, but not limited to, bathing, cooking, cleaning, toileting, shopping) as required, including direct physical support as needed.
- Observe and report on participants' physical, mental, and emotional conditions. Serve as a positive role model in areas of interpersonal relations, social behavior, and appropriate dress for the weather, all while adhering to MAB policies.
- Manage challenging situations, facilitate problem-solving, and provide positive behavioral supports. Use sound judgment where limited guidelines exist.

Community Partnerships

- Support participants to develop and maintain meaningful relationships with friends and family members.
- Provide opportunities for participants to become contributing members in the community. Seek out and support appropriate and safe community activities that reflect the participants' interests.
- Facilitate and provide transportation to participants' community activities, appointments, work, errands, medical visits including emergency room, religious services, etc.
- Accompany participants to their community activities, appointments, work, errands, medical visits, religious services, etc.

Qualifications

- High school diploma or general education degree (GED); or equivalent combination of education and experience. Bachelor's degree and/or related experience preferred.
- Ability to communicate effectively with participants, their families, co-workers, and community professionals. Ability to read and understand ISPs, records, logs, policies, and manuals, etc. Ability to clearly write accurate and timely progress reports, log notes, assessments, and other correspondence.
- Valid MA driver's license and ability to drive program vehicles and wheelchair vans to transport participants to appointments, day programs, recreational activities, etc. Must be able to drive for extended periods of time and on highways as needed.
- Frequent walking, standing, and driving. Must be able to maintain a high level of energy in a fast-paced environment. Must be able to lift and/or carry lightweight and moderately heavy objects. Must be able to assist in lifting and transferring participants. Must be able

to implement safety restraint procedures in response to emergencies or treatment plans and apply First Aid and CPR.

- Comfort with computers and ability to learn new reporting software.
- MAB will assist employee with obtaining MAP Certification, CPR and First Aid certificates if applicant does not have them when hired.

In accordance with MAB's ADA policy, MAB will engage in an interactive dialogue with individuals to determine if the essential functions of the position may be fulfilled with or without a reasonable accommodation.

Requirements:

- Must have excellent written and oral communication skills, problem-solving skills, and basic computer literacy.
- A minimum of one years' experience working with adults with disabilities is preferred. But willing to train the right candidate!
- A high school diploma is required with experience in this field is strongly preferred.
- Valid driver's license, clean driving record, and reliable transportation required.
- Medication Administration Program (MAP) certification, CPR Certification, First Aid certifications are preferred, or ability to become certified immediately upon hire.

MAB Community Services is committed to workplace diversity and candidates of all backgrounds are encouraged to apply.

Job Types: Full-time and Part-time (\$15 with or without MAP), Per-diem (\$15 with MAP, \$14 non-MAP)

COVID-19 considerations:

We provide necessary safety equipment.

If you are interested in this position, please apply to the Residential Counselor position here by copying and pasting this link in your browser: <https://bit.ly/3graaIS>