

OPPORTUNITIES UNLIMITED
“Maximizing Personal Potential Through Dignified and Purposeful Living”
Residential Counselor
Job Description

Supervised By: Residential Leader
Supervises: (Not Applicable)
Evaluation: 3 week, 90 days, and quarterly

The person in this position is a leader in ensuring quality and excellence in the care of the clients of Opportunities Unlimited, while vigorously pursuing the mission of Opportunities Unlimited.

Purpose

To provide Opportunities Unlimited’s Residential Counselors with a guide in performing the tasks involved in their chosen profession. Residential Counselors provide direct client care. Residential Counselors seek to treat all clients as individuals in a consistent and dignified manner to establish the positive values in each of their lives. (The pride, passion, and self-esteem Opportunities Unlimited employees show in themselves and the job they do, creates a positive attitude among the entire Opportunities Unlimited team which is reflected in the clients’ demeanor and in influencing their successes while reaching their outcome goals.)

Qualifications

- Valid driver’s license required
- Genuine interest and commitment to the mission of Opportunities Unlimited and working with individuals with brain injuries and physical disabilities
- Ability to work in emotionally challenging situations while maintaining composure
- Commitment to OU mission of “Maximizing Personal Potential Through Dignified and Purposeful Living”
- High School Diploma or G.E.D. equivalent required
- Able to lift fifty (50) pounds or quarter of your body weight, whichever is less to provide physical assistance to clients as needed

Job Responsibilities

- I. Provide supportive and directive encouragement to assist clients in general daily living skills in their residence. Understand and effectively implement active treatment programming for clients. This includes, but is not limited to:
 - Program implementation
 - Cooking
 - Cleaning
 - Personal hygiene
 - Leisure involvement
 - Providing emotional, spiritual, social, and physical support to clients
 - Providing active treatment while maintaining a homelike atmosphere

- II. Communicates effectively, verbally, and in writing. This includes, but is not limited to:
 - Program documentation
 - IDT notes (Interdisciplinary Team)
 - Communication logs
 - M.A.R. (Medication Administration Record)
 - Treatment book
 - Relating effectively and professionally to other team members, staff and clients
 - Behavior documentation
 - Team meetings

- III. Demonstrates appropriate professionalism including, but is not limited to:
 - Maintains attendance as specified in agency policy and procedure
 - Arrives for work as scheduled and completes shift as scheduled

- Provides positive role modeling for all clients including appropriate dress, personal hygiene, and demonstrates proper etiquette and table manners at all times.
- Uses appropriate language, grammar, and tone when at work. Addresses each individual age appropriately, with dignity and respect, clients and staff alike
- Shows initiative to complete more than assigned tasks, taking responsibility for all clients and the agency
- Maintains confidentiality concerning clients and staff outside/within the agency
- Promotes positive community relations
- Demonstrates ability to be flexible in all situations with clients and staff alike
- Respects all “client rights” and promotes the agency’s mission
- Maintains a positive, productive and growth oriented working environment for clients, co-workers and families

IV. Community Center duties include, but are not limited to:

- Assigned responsibilities at Community Center
- Assists in transporting clients to and from Community Center and to appointments
- Assists with **all clients** during mealtimes/with personal hygiene at Community Center
- Be at the Community Center at scheduled time notifying Community Center staff if staff/clients are going to be late

V. Attends all core class training and strives to implement concepts and techniques in day-to-day client interaction.

VI. Maintains a safe environment for clients/staff and demonstrates safe work practices including, but not limited to:

- Transporting clients in vans while using proper techniques including the use of no less than four tie-downs per individual wheelchair
- Observe universal precautions with all clients/staff (especially hand washing)
- Use cleaning chemicals appropriately and store in proper locked location
- Participate in snow/ice removal at homes
- Familiar with fire and evacuation plans; and run scheduled drills
- Follow OU dress code
- Adheres to OU smoking policy

Opportunities Unlimited’s Residential Counselor strives to provide our clients with a positive atmosphere allowing them to **maximize personal potential through dignified and purposeful living**. Opportunities Unlimited’s clients deserve to be treated with the dignity and respect we would accord ourselves and our family members. It is the responsibility of all Opportunities Unlimited staff to do “whatever it takes” to make our clients and agency successful and to create the OU culture of everyone reaching out to help others.

Signature

Date

Revised 1/07
 Revised 1/05
 Revised 10/11/99