

RICHMOND HOUSE

Position: LEAD COUNSELOR

Please contact Wes Haddaway at wes@missionrichmond.org

Reports to: Executive Director

Richmond House, a private, non-profit organization, provides residential living for adults who can live independently with support.

We have one house that serves seven adults, who pay privately for room, board and services. Learn more at www.richmondhouse.org

Schedule: Monday through Thursday (8:00 a.m. to 4:00 p.m.)

Compensation: \$12.50 hour

Overall responsibility: Provide a safe and supportive environment for adult residents with Autism Spectrum Disorder and other developmental disorders.

Key areas of responsibility:

- Assist residents with household duties, such as cleaning, laundry, meal preparation, hygiene... Train residents as necessary in the performance of such duties.
- Assist in developing and implementing Individual Development Plan
 - Includes helping residents find and succeed in jobs and completing secondary education goals
- Provide a safe place for residential life by following all safety guidelines, rules & measures, handling medications responsibly, & reporting any building concerns and resident concerns in a timely manner.
- Assist residents with health, medication and hygiene needs and concerns. Teach residents skills in making appointments and attending to their health needs.
- Provide schedules and reminders for evening and weekend staff of resident's schedules and tasks that need to be accomplished during their shifts.
- Schedule staff to provide appropriate staff supervision of residents and to meet transportation needs of residents. Provide staff with clear expectations for each shift worked.
- Plan, implement & join in recreational programs for the residents, with input from the residents. Ensure that Residential Counselors are also providing programs and activities for evenings and weekends.
- Conduct weekly community meetings with residents and meet with residents individually as requested by them or needed to address concerns.
- Communicate with the families of residents as necessary to discuss concerns of the resident or about the resident.
- Handle emergencies of residents of a physical, health, or mental nature

Qualifications:

- Experience working with adults with disabilities highly desirable in fields such as counseling, teaching, supervised group living.
- Supervisory experience.
- Excellent organizational skills.
- First Aid certification desirable.
- CPR certification desirable.

Education:

- Bachelor's degree or a combination of work experience and education to fulfill qualifications.
- Training or education in working with adults with disabilities highly desirable.