



## Job Description

**Job Title:** Residence Counselor  
**Location:** Bronx or Staten Island  
**FLSA Status:** Full Time, Non-Exempt  
**Classification:** Professional  
**Department:** Beacon of Hope House/Community Residence Program  
**Reports to:** Program Director  
**Supervisory Responsibilities:** Yes  No

**Summary:** Responsible for implementation of Community Residence Program by helping residents learn community life skills appropriate to their needs as recorded in their comprehensive service plan so that they may grow toward more independent lives.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Integrate care of residents with other Beacon staff as well as with other service providers.
- Following regulations as described by the New York State Office of Mental Health and enumerated by the Policies and Procedures of the Beacon of Hope House, Inc.
- Attendance at all meetings as required by the Program or instructed by the Agency.
- Case management of clients as assigned by the Program Supervisor. Working with residents to attain skills of daily living, i.e. grooming, dressing, meal planning and preparation, shopping, travel, budgeting, health care, social and recreational skills.
- Record keeping responsibilities as indicated by Agency Policy and Procedures. All program staff may record in individual cases records as required by events, interactions or plans.
- Responsible for the maintenance of the community residence environment according to the program design and the individual and collective needs of residents.
- Supervise the distribution of medication to residents and track such with shift and weekly counts as indicated.
- Engage residents in regular discussion related to their individual long and short-term goals and an evaluation of the services they receive at the Beacon of Hope House.
- Assist the Program Supervisor in drafting the resident's comprehensive service plan, providing information regarding the resident. Facilitate the formal involvement of the resident in discussing the service plan. Present descriptive material at rounds or other meetings or conferences relative to the recent functioning of the client.
- Carry out strategies for helping which are discussed and agreed at rounds meetings with both Program Supervisor and Program Managers.

- Act as liaison for all other services needed by the resident and specified in the comprehensive service plan, which includes scheduling, follow up, collaboration, referral or any other process necessitated by the client's service plan. Services include, but are not limited to: medical, psychiatric, dental, entitlement benefits, day programs, pharmaceutical, travel, emergency, financial, and legal.
- Assist in planning and carrying out weekend and evening recreational activities with residents.

**Position Type and Expected Hours of Work:**

This is a full-time position. Must be able to work flexible/shift schedule and be available for emergencies.

**Working conditions and physical demands required:**

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Ambulate, remain in a stationary position, occasionally carry and move over 50 pounds, ascend/descend stairs, place items above and below the head, and continually reposition during working hours.
- Exposure to routine cleaning products and household chemicals.
- Travel locally using public transportation, Traverse City streets, and be exposed to outside weather conditions while escorting clients.
- Assist clients in daily living tasks such as cooking, cleaning, packing, laundering, etc. requiring moving, transporting, positioning, using cooking utensils, and/or positioning objects.
- Work with clients who require consistent and comprehensive support.
- Work under potentially stressful conditions.

**Qualifications**

**Education and/or experience required:**

- High School Diploma.
- Experience or training relevant to helping the mentally ill.

**Skills, Licenses, and/or competencies *required*:**

- Willing to work flexible hours and be available for emergencies as needed.
- Ability to express thoughts clearly and concisely both verbally and in writing.