

**CATHOLIC CHARITIES
EASTERN REGION**

DIVISION: Residential Services
JOB TITLE: Residence Counselor – OASAS

DATE: 11/11
GRADE: 6
STATUS: Non-Exempt

I. QUALIFICATIONS

- A. Education
 - 1. Formal educational requirement of a high school diploma or equivalent.
- B. Experience
 - 1. A minimum of one-year experience in substance abuse services preferred.
- C. Skills
 - 1. Demonstrated ability to establish and maintain a professional relationship with clientele, and personnel within and outside the Agency.
 - 2. Demonstrated ability to perform basic household maintenance, (i.e. cooking, cleaning, etc.) and daily living skills.
 - 3. New York State Driver's License to be used commensurate with program needs.
 - 4. Must demonstrate those general skills and personality traits deemed necessary to successfully meet the demands of the position.

II. REQUIREMENTS

- A. CASAC (Certified Alcohol and Substance Abuse Counselor) Training
 - 1. Completion of an Individualized Counselor Development Plan (indicating a commitment to pursue CASAC credential) upon hire.
 - 2. Obtain NYS CASAC Trainee status according agency guidelines.
 - 3. Successful completion of NYS CASAC credentialing according to agency guidelines.

III. RESPONSIBLE TO

- A. Residence Supervisor - OASAS

IV. MAJOR FUNCTIONS

- A. Administrative
 - 1. Required to follow all Agency policies and procedures, using the Policy and Procedures manual as a reference.
 - 2. Required to understand and abide by those laws, regulations, policies, and procedures that are applicable to the program/service, which you are providing.
 - 3. Required to report any known or suspected violation of laws, regulations, policies and procedures related to programs/services of the agency.

4. Required to maintain accurate statistical records and files on program participants and activities, including but not limited to: individual client records, billing records, medication records, daily log, expense sheets, purchase orders, petty cash, client funds, mileage records, and menus.
5. Maintain accurate statistical records and files on program participants and activities, including daily log, expense sheets, mileage records, menus, etc.

B. Client/Program Related

1. Be available on a twenty-four (24) hour basis for residents and staff and provide crisis counseling, as necessary.
2. Provide individual, family and crisis counseling, where necessary, in order to help residents modify attitudes and patterns of behavior and to better understand personal, familiar, and social problems.
3. Maintains necessary statistical data and assists in general evaluation and upkeep of record system. Enforce Agency's policies and procedures.
4. Provide a stable home environment with consistent routines and expectations for residents, and serve as a role model in teaching acceptable living and coping skills. To provide resident with support, nurturance and structure.
5. Insure that all physical and emotional needs of the residents are met including adequate clothing, good nutrition and medical needs.
6. Supervise residents, their property and agency property.
7. Involved in treatment plans of residents with social worker, manager, and resident.
8. Be responsible for discharge planning of clients in context of treatment plans.
9. Maintain professional practices with regard to resident rights and confidentiality.
10. Adheres to agency policies and performs other related tasks as assigned.
11. Maintain and enforce curfew for residents.
12. In case of emergency, contact appropriate individuals such as police, fire department and supervisor.
13. Plan and implement specific learning skills with residents.
14. Follow-up service to clients leaving the program to facilitate transition between levels and independent living.
15. Planning, implementation and supervision of social and recreational activities.

C. Catholic Charities Agency and Community Related

1. Attend staff meetings on a regular basis.
2. Participate in service training sessions, workshops, and/or conference within Catholic Charities and the larger community, as necessary.
3. Perform other duties within the organization, as directed.