



at Langley Residential Support Services

Job Title:	Assistant Counselor/Skills Trainer
Reports To:	Program Manager
Classification:	Non-Exempt
Job Function:	Assistant Counselor with oversight of the day-to-day activities of the group home residents.

Duties & Responsibilities:

1. Under direction from the group home counselor, ensure that the residents follow such daily routines as maintaining their personal hygiene, completing household chores, meal preparation, taking their medication, and providing guidance of their leisure time activities.
2. Supervise residents through procedures necessary to ensure completion of their established training (i.e., cooking, cleaning, etc.).
3. Assist with oversight of the appropriate behavior of the residents on the home.
4. Complete required paperwork, including: shift reports detailing basic resident activities, medication records, attendance ledgers, and other pertinent documentation as assigned by the group home counselor.
5. Transport residents to recreational activities, doctor's appointments, shopping, church, meeting, or other relevant situations as assigned.
6. Supervise residents' behavior during community outings.
7. Ensure that all cash disbursements – residents' and Langley's – are appropriately documented.
8. Other duties as assigned by supervisor.

Job Qualifications:

1. High school diploma, or a general equivalency degree.
2. Able to work on site.
3. Overtime flexibility in the event of emergencies.
4. Able to restrain, hold, protect, lift, or drag residents during emergency situations.
5. Good written and oral communications skills.

6. Demonstrated ability to perform multiple tasks.
7. Basic arithmetical skills.
8. Demonstrated ability to work as part of a team.
9. Official DMV driving record from state of residency that meets Langley pre-employment driving standard. Must reflect previous 36 months of driving history.

Contacts:

Internal: Residents, Langley co-workers and supervisors, family members and significant others, Board Members, and volunteers.

External: Neighbors, case managers and other professionals, social club staff, church members, landlords, and the general community