



at Langley Residential Support Services

Job Title:	Residential Counselor/Skills Trainer
Reports To:	Program Manager
Classification:	Non-Exempt
Job Function:	Oversee the day-to-day activities of the residents of the Langley homes.

Duties & Responsibilities:

1. Ensure that the residents carry out routine household and basic independent living skills such 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 enable completion of their established training goals (i.e., cooking, cleaning, etc.).
3. Conduct resident training programs as indicated.
4. Complete assigned paperwork including: shift reports detailing basic resident activities, data collection, medication records, incident reports, attendance ledgers, and other pertinent documentation.
5. Complete assigned assessments and provide input into the formulation of resident training goals.
6. Transport residents to recreational activities, medical appointments, shopping, and other relevant situations as assigned.
7. Document and relay to relevant others resident desires, needs, behavioral and personal problems.
8. Organize fire drills and safety activities as specified by state and local laws and regulations. Complete required documentation.
9. Serve as liaison between the residents and significant others as needed to assure co-ordination of efforts to meet the needs of the resident and requirements of ongoing information sharing.
10. Manage the allocation of operating account funds for the purchase of food supplies and other related items.
11. Ensure that all resident and Langley cash disbursements are appropriately documented.
12. Supervise and provide advice regarding appropriate home and community behavior.
13. Assist residents in planning and participating in varied age-appropriate social/leisure activities.

14. Provide assistance to residents so that they become aware of and use community resources including public transportation, businesses, libraries, social services, etc.
15. Ensure that the home and vehicle (if available) are maintained and in good condition.
16. Must carry assigned pager when on duty.
17. Monitor the medical needs of the residents and maintain record of services obtained, as required.
18. Participate as a member of each resident's interdisciplinary team.
19. Provide guidance and support to each resident in an effort to assist them in becoming as independent as possible.
20. Provide resident conflict resolution.
21. Ensure resident and organizational confidentiality.
22. Demonstrate a recognition of the individual worth and individuality of each resident by providing decision-making and growth opportunities.
23. Demonstrate awareness of and respect for an individual's rights as outlined in the Fairfax/Falls Church Community Services Board Human Rights Plan.
24. Meet with supervisor a minimum of once a month to review caseload.
25. Communicate concerns, issues, and ideas to supervisor on an ongoing basis.
26. Comply with Langley policies and procedures.
27. Complete required training as stated in the policies and procedures.
28. Other duties as assigned by supervisor.

Job Qualifications:

1. High school diploma/high school equivalency certificate plus three years' experience, or related Associate's degree and two years' experience, or related Bachelor's degree, or a combination of relevant education and experience.
2. Able to work on site.
3. Overtime flexibility in the event of an emergency, assuring that there will be no break in programming in their program area.
4. Strong evaluation and analysis skills.
5. Able to restrain, hold, protect, lift, or drag residents during emergency situations.
6. Demonstrated ability to interpret situations and accurately relay information.
7. Good oral and written communication skills.
8. Demonstrated leadership skills and able to work as part of a team.

9. Basic arithmetical skills.
10. Demonstrated ability to perform multiple tasks.
11. Official DMV driving record from state of residency that meets Langley pre-employment driving standard. Must reflect previous 36 months of driving history. High school diploma/high school equivalency certificate plus three years' experience, or related Associate's degree and two years' experience, or related Bachelor's degree, or a combination of relevant education and experience.

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