



# Habilitation Home Counselor Job Description

The Hab Home Counselor works with clients 18 years and older who live with chronic mental illness, engaging with clients in our agency owned homes to support and empower them to live more independently. Clients determine the goals they want to work on and identify what supports they need from staff. Staff assist clients in adaptive skills development, assistance with activities of daily living, community inclusion, transportation, adult educational supports, and social and leisure skills development.

## **CORE DUTIES:**

### **DIRECT INTERACTION WITH CLIENTS**

- Working and facilitating progress toward client goals
- Coaching and counseling
- developing symptom management strategies and coping skills, and identifying triggers
- developing natural supports and encouraging community integration
- mitigating barriers and working toward independence
- improving and building life skills
- Enhancement of daily life and quality of life
- building supports in the community and through development and maintenance of interpersonal relationships
- supporting, organizing, and structuring of client's schedule and daily, weekly, and monthly routines
- monitoring physical health and encouraging healthy practices
- following established routine provide medications when appropriate.
- Advocacy and assisting in accessing community resources.
- Transporting clients for necessary appointments and other obligations as needed and/or included in their service plan.
- Maintain contact with clients throughout assigned shifts.

### **SERVICE DOCUMENTATION COMPLETION**

- In compliance with Chapter 24, state, federal, agency and other required guidelines:
- completion of client notes within 24 hours
- submission of Incident Reports within 24 hours
- Other documentation as required

### **TEAM AND AGENCY PARTICIPATION**

- Attending all scheduled House staff meetings
- Participate in additional training as assigned
- Assist other house staff through information share and meeting coverage needs

## **PROFESSIONAL RESPONSIBILITIES:**

- Follow through with a consistent schedule and adherence to deadlines
- Meet with supervisor weekly or as scheduled
- Treat all colleagues with dignity and respect
- Prompt, professional, and responsive communication with clients, fellow staff, supervisor— in-person, telephonic, electronic, written missive
- Follow all agency policies and procedures
- Dress, personal appearance, and manner of behavior must reflect a professional image
- Maintain confidentiality and follow HIPAA guidelines
- Other duties as required and/or assigned

**DIRECT SUPERVISOR:** Hab Home Manager

**QUALIFICATIONS:**

**REQUIRED**

- Must be 18 years or older
- Must have a high school diploma or GED
- 6+ years of Human Service experience
- Pass multiple background checks, including but not limited to dependent adult/child abuse and criminal background check and driving records check
- Maintain valid driver's license and reliable, privately insured car, as well as meeting requirements of agency's insurance company
- Must be able to work a minimum of 12 hours per week (exceptions if following UI calendar)

**PREFERRED**

Two-year degree in Human Services field or equivalent experience

**KEY SKILLS:**

- Ability to work and engage with a wide variety of people
- Problem solving
- Active listening
- Ability to work independently and collaboratively
- Adaptability
- Ability to meet deadlines
- Able to write detailed client notes
- Basic computer literacy

**COMPENSATION:**

Hourly rate is \$14.05 FT for Hab Homes counselor is 32+ hours per week.

\$200.00 sign-on bonus after successful completion of probation.

Competitive Benefits Package including, but not limited to

- Health Insurance (employer-employee funded)
- Vision Insurance
- Dental Insurance
- Life Insurance
- Short Term Disability (STD) Insurance
- Critical Illness Insurance
- IRA (optional)
- Paid vacation/sick/holiday time; one paid personal day each year
- Mileage Reimbursement
- Employee Assistance Program (EAP)
- Staff Development & Training

**We are an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and do not tolerate discrimination of any kind.**