



Where persons with disabilities develop their abilities

Position Description

Title: Residential Counselor (Direct Support Professional – DSP)
Supervisor: Program Coordinator
Schedule: Part Time - Evenings, overnights, and/or weekends. Compensated time may include any shift held seven days per week, 24 hours per day; Overnight coverage is compensated as per DOL regulations as applicable.
This position is non-exempt.

Job Purpose: To work with the residents in a normalized environment providing training, supervision, and social activities to promote self-sufficiency and independence.

Qualifications: A High School diploma or GED, experience in the Human Services field; A valid driver's license, acceptable driving and criminal record; Competency in behavior management/goal-oriented program planning desired but not required. All employees are subject to and must be able to pass a complete criminal background check.

Duties and Responsibilities:

- Perform necessary administrative record keeping, ensuring confidentiality always
- Develop and maintain a cooperative and collaborative relationship with family members and other support services while advocating for residents needs and desires
- Keeping advised and informed of resident's needs, activities, staff concerns and other issues pertinent to the effective operation of the group home
- Participate in individual client program development, implementing plans accordingly
- Supervise nutritional meal planning and preparation, housekeeping, and social events
- Provide support and training while maintaining a safe and productive environment
- Offer suggestions and recommendations for improved services for each individual and overall program
- Participate in interdisciplinary team process; meet the supervisor and other staff at regular staff meetings to discuss client progress monthly, quarterly, and annually to help coordinate efforts promoting ongoing growth and development of clients
- Utilize time in an efficient manner, plan allocation of time well between administrative and programmatic responsibilities
- Maintain open communication and cooperation with supervisors
- Willingly accept supervision, feedback, and training necessary for growth in position
- Always maintain professionalism and protect individual client rights
- Other duties as assigned by supervisor

The above information is a general description of job responsibilities, not necessarily inclusive of all duties that may be required.

To Apply: Email your resume and a cover letter detailing why you think you're a good fit for this position to info@gabrielhomes.org. Please put "Residential Counselor" in the subject line of the email.