

Cayuga Addiction Recovery Services
Residential Program Unit
Job Description

Position Title: Residential Counselor

FLSA Status: Non-exempt

Supervisor: Residential Counselor Supervisor

Rate of Pay: \$10.25 to start/ Shift differential for overnight shifts

Positions Supervised: None

Anticipated Hours: 3 Shifts: Day (7am -3pm) or (8am – 4pm), Evening (3pm – 11pm) or (4pm – 12pm)
Overnight (11pm – 7am) or (12pm – 8am). All shifts include Friday,
Saturday and Sunday

Minimum Qualifications: One-year relevant experience and an associate's degree in a related field or a combination of experience and education

Desired Qualifications: Bachelor's degree, 3 years relevant experience and a valid NYS Driver's License

Knowledge: An understanding of addiction & recovery and facilitation of educational groups.

Skills: Excellent interpersonal skills, ability to multi-task, crisis intervention skills, ability to maintain healthy & appropriate treatment boundaries, utilization of computer for documentation and communication, ability to be a proactive team player, and able to represent the agency well.

Key Tasks

1. Perform a medication pass to the clients according to the established clinical procedures with an accuracy rate of 100%.
2. Maintain a safe, structured and confidential environment for the clients to include supervision and documentation of all activities and periodic facility inspections.
3. Challenge negative behaviors, actions and words from clients while reinforcing positive ones with a winsome and caring attitude and model.
4. Support the administration of the RSU with timely and accurate filing, prompt and courteous answering of phones and greeting of visitors, and efficient transportation of clients.
5. Work as a team with the RSU staff on informing of client issues and advising on programming and operational problems.

Additional Tasks & Responsibilities:

1. Conduct and/or monitor educational groups as assigned (day & evening shifts).
2. Perform periodic inspections of the facility and develop corrective action plans to address problems.
3. Supervise client activities including breaks, work assignments, recreational activities, and other activities.
4. Perform minor maintenance/cleaning (night shift).
5. Prepare or assist in the preparation of meals.
6. Document activities in accordance with agency practices.
7. Supervise clients during activities off site.
8. Maintain confidentiality, as per agency practices and confidentiality law.
9. Perform support functions such as filing (primarily night shift), answering telephone calls, and greeting facility visitors.
10. Monitoring visitation sessions.
11. Planning and conducting special activities, as assigned.
12. Transport clients.
13. Other duties as assigned.