

Cayuga Addiction Recovery Services
Residential Program Unit
Job Description

Position Title: Residential Counselor

FLSA Status: Non-exempt

Supervisor: Clinical Supervisor or Assistant Clinical Supervisor

Positions Supervised: None

Anticipated Hours: Varies per position, Days, Evenings or Overnights

Minimum Qualifications: One-year relevant experience and an associate's degree in a related field or a combination of experience and education. Must poses and maintain a valid NYS Driver's License.

Desired Qualifications: Associate's degree with experience or Bachelor's degree in addition to minimum qualifications.

Knowledge: An understanding of addiction & recovery and residential treatment.

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.

Tasks & Responsibilities:

1. Monitor and maintain the safety and security of the clients and the facility.
2. Address negative behaviors with a positive attitude.
3. Perform periodic inspections of the facility and develop corrective action plans to address problems.
4. Supervise client activities including breaks, work assignments, recreational activities, and other activities.
5. Document activities in accordance with agency practices.
6. Supervise clients during activities off site.
7. Maintain confidentiality, as per agency practices and confidentiality law.
8. Perform support functions such as filing, answering telephone calls, and greeting facility visitors.
9. Monitoring visitation sessions.
10. Planning and conducting special activities, as assigned.
11. Transport clients.
12. Other duties as assigned.