



Counselor/Direct Care Staff

JOB SUMMARY:

Provide Counseling to all the clients in the home. Responsible for the up keep of the facility and Monitors facility compliance with the County State and Regulatory standards, licensing rules and regulations and other applicable regulations for agency certification. Make sure all clients IP goal and objectives are monitored and all monitoring data entered into the computer daily. Meet daily with other staff to assess client's' needs. Complete all documentation/paper work as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Take care of the day-to-day operation of the home with the clients.
2. Ensures that the facility is properly cleaned both inside the house and outside surrounding the house and cleanliness is maintained according to licensing standards. If children refuse to complete housekeeping chores, you are responsible for the completion.
3. Follow the policies, practices, client disciplinary policy and procedures of the residential program.
4. Assists in the preparation of reports required by the County and State of Maryland.
5. Responsible for the sanitation, safety, laundry, dietary services, and other services related to the health and welfare of the clients.
6. Complete all residential program's records and reports relating to each client. (IPs, BPs, Medication records, Incident records, Fire Drill records, Repair logs, daily logs manually and on the computer). _____
(Initials)
7. Assist the administrative staff in making sure that all aspects of the facility, including the periodic review of services to clients are met.
8. Assures that supportive services such as mental health services, social services, health care services, recreation, and leisure activities are provided to each client in the residential program or community, as appropriate.
9. Assists children in obtaining financial or other available assistance from public and private agencies.
10. Assist in developing short and long-term goals to manage the overall requirements of the residence.
11. Maintain the food supply of the residence by keeping accurate inventory.
12. Assist in the Implementation of pertinent treatment plan objectives.
13. ensures that the residences are properly supervised at all times
15. Responsible for the implementation of the client's residential program, progress notes, teaching of ADL skills, interpersonal skills and emotional skills.
16. Ensure that facility is in compliance with standards, licensing rules and regulations and other applicable regulations for agency certification.
17. Participates in the individual Plan Meetings and IP review meetings.



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18. Assists children in keeping appointments (e.g. doctors, dentists, etc.). _____
(Initials)
22. Participates in training, workshops and seminars as directed by Management.
23. Monitors children's medication compliance. Ensures accuracy in medication monitoring and documentation.
24. Logs and files all programming and treatment services for children within the facility.
25. Ensure that all client appointments and activities are done and recorded.
26. Attend all scheduled staff meetings, Monthly review meetings and any other scheduled meetings by the administration.
27. Make sure that the clients dress appropriately to school and on activities.
28. No use of personal phone at the work. _____
(Initials)

I hereby confirm that I have read and understood the content of this document which is my job description. I also confirm that CIS&H Inc. Management will hold me responsible in the execution of the above mentioned responsibilities as an employee of this agency.

Employee Name: _____ SSN _____

Employee Signature _____ Date: _____