

CLASS SPECIFICATION FOR
MH/DS Residential Counselor

GENERAL STATEMENT OF DUTIES: Develops, implements and monitors training programs and supervises and assists residents of a mental health or mental retardation residential program; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This work involves developing and maintaining a training environment by assisting residential clients to develop self-help, independent-living, social and leisure skills. Work may require that the Counselor live in home or apartment on around-the-clock basis, staying overnight in the facility. Receives close supervision from a MH/DS Program Manager or MH/DS Community Support Supervisor.

EXAMPLES OF WORK (illustrative only):

- Develops and implements individual program plans;
- Provides instruction in such daily living skills as shopping, food preparation, budgeting, housekeeping and use of public transportation;
- Assists and supervises residents in the residential environment;
- Trains and monitors residents in such social skills as etiquette and interpersonal relations;
- Instructs and supervises residents in such self-help skills as personal hygiene and grooming;
- May assist residents in selecting and arranging routine or emergency medical care and first aid;
- Assesses clients' progress and needs to make judgments regarding training strategies;
- May transport residents to work, to doctor's appointments, to leisure activities, to program sites or other destinations when appropriate according to program plans;
- Trains and supervises residents in leisure activities and the proper use of free time;
- Maintains program records and prepares reports as requested;
- Under close supervision, may counsel residents;
- Reports maintenance needs of facility to supervisor or other designated person;
- May provide case management services to residents;
- May administer medication according to established procedures;
- May perform housecleaning or minor repairs;
- Attends staff meetings;
- Provides on-call support to on-duty staff;
- Performs related work as assigned.

REQUIRED KNOWLEDGE , SKILLS AND ABILITIES: Some knowledge of mental retardation and/or mental illness (depending on program to which assigned) and related problems; good knowledge of skills needed for community living; appropriate interpersonal skills, to include the ability to empathize and demonstrate respect and patience; ability to communicate clearly, orally and in writing; ability to maintain program records and to develop clear and concise program plans.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree in behavioral science; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Some positions may require possession of a valid Virginia Commercial driver's license, with endorsements and without restrictions. May require a pre-employment and/or annual physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the given position, or on standards established by the State.