

## RESIDENTIAL COUNSELOR

### Position Summary

The Residential Counselor is a key member of the direct care team at The Pathway Home, Inc. (TPH) as they are responsible for facilitating a safe and supportive living environment for our residents. Residential Counselors will provide 24-hour supervision seven days a week 365 days a year. Responsibilities include: ensuring residents act in accordance with program rules and regulations, managing conflict between residents, writing progress notes, and assisting residents with their academic, wellness, and service goals.

### Program Overview

Established in 2008, The Pathway Home (TPH) is a non-profit agency that has served as a residential community committed to Veterans having difficulty transitioning from military service to civilian life. In its new design, the mission of The Pathway Home is to provide student veterans with educational, professional and clinical support designed to enhance their lives following military service. By offering an integrated program that builds on individual and collective strengths, develops critical tools that promote physical and mental health, and supports academic development and career aspirations, we aim to expand student veterans' opportunities for long-term success and improved quality of life.

**Employment Type:** Part time and full time benefitted awake-overnight and weekend shifts available

**Location:** Yountville, CA

**Reports to:** Executive Director

### Primary Duties and Responsibilities

- Provide direct care supervision for clients when no clinical staff is present.
- Model appropriate, healthy behavior with respect to daily living skills, self-care, personal interaction, social relationships, and constructive time management.
- Enforce program rules, policies, and procedures, facilitate conflict resolution.
- Issue breathalyzer and drug tests as needed.
- Conduct contraband and room checks as instructed.
- Ensure the safety of clients.
- Monitor facility access to residents, staff, and authorized visitors.
- Answer agency phone and take messages or provide referrals when appropriate.
- Track whereabouts of residents when off site by enforcing check-outs and sign-ins.
- Conduct rounds of the building.
- Interact with clients regularly, provide support as needed, while adhering to confidentiality standards.
- Complete designated shift-specific tasks.
- Provide varying shift coverage as needed and available.
- Respond appropriately to emergencies according to guidelines established by emergency plans.
- Communicate with other staff members to ensure consistency across the treatment team.
- Maintain thorough and accurate records in electronic record system.
- Provide administrative assistance to the program and administrative staff as needed.
- Input data relevant to research when needed.
- Any additional duties assigned as needed

### **Qualifications, Skills and Abilities**

- High school diploma or GED required, B.A./B.S. in psychology or a related field preferred
- Minimum 1 year experience providing direct client services in a program that serves people with mental illness.
- 3 years residential program experience preferred
- Preferred experience working with veterans and mental health issues
- Able to work in a shared office space
- Supportive, patient, responsible, and energetic team player
- Ability to work a flexible schedule, including weekends, early mornings, and overnights
- Excellent verbal and written communication skills
- Conflict resolution experience
- Ability to lift and move furniture up to 40 lbs.
- Ability to work with various cleaning products and assist with moderate to heavy cleaning
- Able to respond to crises in a manner consistent with policies and procedures
- Ability to cooperate and contribute as part of a multi-disciplinary team
- Able to maintain appropriate boundaries with clients and staff
- Effective time management and ability to prioritize tasks
- Computer literate
- CPR and First Aid certification required
- Valid Driver's License
- Criminal background check, fingerprint imaging, and tuberculosis (TB) clearance required before start

### **To Apply**

To apply submit your letter of interest and resume to [info@thepathwayhome.org](mailto:info@thepathwayhome.org).

- In the subject line type LAST NAME\_FIRST NAME – [Position] Applicant.
- Example: **Smith\_John – Residential Counselor Applicant**
- **Resumes must be received by COB February 14, 2017.**