



## **Residential Counselor, Weeknight Overnight, Part-Time (Locations in Port Jefferson, Medford, Huntington, Oakdale and East Islip)**

The part time Mental Health Counselor works in our Community Residence program providing various support services for clients with mental illness. He /She trains, motivates and assists residents in the activities of daily living, including household maintenance. May provide on-site visits to scattered apartment sites.

### **Responsibilities**

- Participate in the planning and evaluation of individual service plans and monitor plan objectives.
- Document services provided with appropriate notes.
- Train and assist residents in the activities of daily living.
- Manage medication.
- Provide case management and follow-up service.
- Provide counseling, behavioral intervention and crisis management services.
- Assist in the day-to-day management and household maintenance of the community residence in a professional manner.
- Provide transportation for residents as needed.
- Responsibility for management of residence in the absence of a full time counselor.
- Notify the Community Residence Coordinator/Program Manager of any medical or psychiatric emergency.

### **Qualifications and Requirements**

- High school diploma or equivalent.
- A valid driver's license for at least 3 years.
- Access to a car, proper car insurance, and a safe driving record. The employee uses his or her own vehicle for transportation between sites and is reimbursed for mileage.

### **Work Schedule**

Monday and Wednesday (overnights): 8:00 PM – 8:00 AM

OR

Tuesday and Thursday (overnights): 8:00 PM – 8:00 AM

### **Benefits**

Part Time Employees are eligible for:

- Vacation Leave
- Sick Leave
- 403(b) retirement plan with employer match

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