



Job Description

COUNSELOR II—Shelter Cove

AGENCY: INTERIM, Inc. is a private non-profit agency that provides residential treatment, affordable housing, supported education/employment and social rehabilitation programs for adults with mental illness.

POSITION: Counselor II – Shelter Cove Housing

SALARY: \$15.88 - \$20.68 per hour (7 Steps) Health, dental, and vision plans; life insurance; 403(b) savings plan; paid vacation and sick leave.

HOURS: Full-time, 40 hrs/wk. Hours vary, some nights and weekends required.

JOB DESCRIPTION: The Shelter Cove Counselor II works with homeless mentally ill adults in a transitional housing program which is operated on a social rehabilitation therapeutic community model. Counselor II's provide mental health and case management services for the tenants. Counselor II's assist tenants in their recovery and rehabilitation process, provide supervision of tenants and the facility and teach social, living and symptom management skills.

MINIMUM QUALIFICATIONS:

- 1) Education and Experience: BA in related field is preferred, but require High School Diploma or GED and two years experience in mental health or drug and alcohol field and ability to work with people in a close inter-personal relationship. Examples of acceptable experience include, but are not limited to: work with adults with psychiatric disabilities and/or substance abuse disorders using a social rehabilitation model; work in a residential or in-patient treatment program; counseling or teaching this population, work with emotionally disturbed adolescents or other mental health population.
- 2) Skills/knowledge: Good written and oral English communication skills, ability to work as a member of a team, to accept supervision, to maintain appropriate boundaries while working in close inter-personal relationships. Ability to learn and apply principles of social rehabilitation. Knowledge of community resources desirable. Ability to be organized, responsible, flexible, empathic and able to relate effectively with clients, other staff, professionals and members of the community. Basic knowledge of computers or willingness to learn needed computer skills.
- 3) Physical/sensory requirements: Ability to drive an automobile and small passenger van; ability to see well enough to read medication bottles, data on a computer screen, client records, and to discriminate between different types of medications; ability to hear normal conversations and answer telephone; ability to verbally communicate with residents and staff; ability to access and to visually and auditorily monitor all portions of facility to monitor residents, maintain house safety and assist clients in evacuation of facility in case of emergency; hand, finger and body coordination sufficient to assist residents with food preparation and household tasks and to write in client records with clear handwriting.

Capable of the following extended activities: standing, sitting, climbing stairs.

Capable of the following intermittent activities: lifting bags of groceries, bending to clean, assisting in moving resident's belongings.

Essential Job Functions Include but are not limited to the following:

1. Serve as a case manager for 15 to 19 residents. Develop and monitor resident centered service plans consistent of the individual goals.
2. Conduct intake and discharge interviews, assess for homeless status and current potential of suicidality, violence and substance abuse.
3. Establish and maintain linkage with other social service , health and mental health agencies, including county psychiatrist and coordinator.
4. Provide client-centered counseling focusing on the here-and-now. Listen, respond empathically and engage in problem solving. Identify symptoms and assist residents in self-management skills for mental illness and substance abuse.
5. Maintain legible, accurate and timely documentation that meets Medi-Cal standards.
6. Identify, assess and respond to crisis situations. Set clear limits and ensure that both residents and facility are safe.
7. Facilitate weekly tenant meetings and monthly community meetings.
8. Facilitate groups in the day treatment program.
9. Assist residents with self administration of medications. Maintain updated knowledge of psychiatric medications.
10. Teach independent living, social skills and recovery skills individually and in a group setting. Teach personal and housing security, emergency procedures and health care.
11. Collect information on medical histories and needs; provide linkage with community medical resources and service.
12. Participate in weekly staff meetings, be willing/able to address issues that relate to co-worker communication, collaborate/deliberate on resident review and agency business.
13. Assist tenants in establishing vocational and recreational activities consistent with their goals.
14. Assist and supervise tenants with cooking (including overseeing community dinners), housecleaning and yard maintenance.
15. Assist tenants in the use of public transportation; transport tenants to appointments and shopping etc. when appropriate.
16. Other duties as assigned by the Program Director.

REQUIREMENTS: Over 21. Valid California driver's license. Auto in safe operating condition. Auto liability insurance. Good driving record. Criminal record clearance. Ability to pass physical exam as required by licensing. Proof of authorization to work in the United States as required by Immigration and Reform Act of 1986.

Interim, Inc. is an equal opportunity employer.

Interim Inc. is guided by the precept that in no aspect of its programs, services or employment practices shall discrimination be permitted because of race, color, national origin, gender, age, creed, religion, physical or mental disability, marital status, medical condition, veteran status, pregnancy, childbirth, or related medical condition, citizen status, veteran status, sexual orientation, gender identity, or other characteristic protected by state or federal law. To comply with the Americans with Disabilities Act and other applicable laws ensuring equal employment opportunities to qualified individuals with a disability, reasonable accommodations are made for the known physical or mental limitations of an otherwise qualified individual with a disability, unless hardship, direct threat to health or safety, or other job-related consideration exists. Individual who feel that they have been unlawfully discriminated against because of membership in one of the protected classes should contact the following: Director of Human Resources, Interim, Inc., PO Box 3222, Monterey, CA 93942. (831) 649-4522.