



## ARDMORE ENTERPRISES

### DUTIES/RESPONSIBILITIES FOR HOUSE COUNSELOR

- Implementation and Documentation of programs/goals for each resident.
- Maintain Health and Safety for each resident (i.e. follow nursing care plans, dietary recommendations, ensure homes are free from clutter).
- Maintain Cleanliness, Comfort, and Attraction of the home.
- Ensure community participation and integration (exploring, planning, attending).
- Encourage, instruct, and participate to ensure residents maintain good hygiene practices (Body, Hair, and Clothes). Assist residents with purchases (i.e. food, personal).
- Assist residents with household tasks (i.e. room cleaning, laundry, meal prep).
- Clean bathrooms daily at the end of each shift. (Spray shower after each use)
- Wash, fold, and put away clothes as needed. Wash soiled clothes immediately.
- Ensure accurate administration of medication.
- Ensure accurate documentation of charts (menses, seizures, weights, blood, and bowel movements).
- Report medication issues/errors to the Nurse immediately or as soon as possible.
- Fax all incidents reports (Behavior, accidents, injury, property destruction etc.) within 12 hours of the incident
- Ensure medical documentation is completed prior to and after each appointment.
- Conduct monthly fire drills as scheduled.
- Staff who picks up paperwork from the main office, is responsible for filing paperwork immediately upon returning to the site.
- No use of accrued time during first 90 days of employment.
- While performing the duties, the staff member is regularly required to sit, stand, and walk; use hands and fingers, reach with hands and arms; talk and hear. The employee must occasionally lift or move up to 50 pounds. Specific vision abilities are required for this job that includes close vision, distance vision, depth perception, and ability to focus. The noise level in the work environment is usually quiet. The staff person may come in contact with blood borne pathogens.
- Ensure you account for your hours worked accurately.
- Complete other duties as assigned.

House Counselor: \_\_\_\_\_ Date: \_\_\_\_\_

Program Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

CC: Personnel file