

## **JEWISH RESIDENTIAL SERVICES**

### **Job Posting**

**POSITION:** Supportive Living Counselor  
**REPORTS TO:** Supportive Living Program Director  
**HOURS:** Full-time, non-exempt  
**LOCATION:** Scattered sites (Mobile)  
Base Location:  
2609 Murray Avenue Suite 201  
Pittsburgh, PA 15217

### **SUMMARY:**

The Supportive Living Counselor functions as part of a therapeutic team providing rehabilitative/support services to adults with psychiatric, intellectual and developmental disabilities in a community based supportive living program. The counselor assists participants in further attainment and maintenance of independent living, helping them to live learn, work, and socialize as valued members of the community.

### **RESPONSIBILITIES:**

1. Provides direct care and support to adult program participants in their homes, as outlined in the individual's Service Plan, and according to agency and program policies and protocols.
2. Educates and encourages participant in personal care, completing household chores, general household upkeep, and preparing nutritious meals.
3. Assists participants in making appointments and escorting them as needed.
4. Provides assistance to participants with budgeting and shopping for food, clothing, and personal items as needed.
5. Encourages participants to be engaged in their community; accompanying them as needed.
6. Coordinates with other members of participant's service team when applicable.
7. Observes and reports changes in participants to supervisor on an on-going basis.
8. Documents rendered services in electronic case notes and submits all required documentation in a timely fashion, according to agency standards.
9. Attends staff meetings, training, and one-on-one supervision as scheduled.
10. Follows agency and program policies and protocols, including all personnel and regulatory requirements (e.g., annual TB test, bi-annual physical, etc.)

### **SPECIFIC POSITION REQUIREMENTS:**

1. Ability to transport participants in agency vehicles into the community for medical or other appointments.
2. Flexibility to work on call and occasional extended hours/holidays.

3. Use of discretion, tact and good judgment in handling sensitive and confidential information.
4. Strong communication and interpersonal skills, able to function as a collaborative team member.
5. Proficiency with mobile/computer based technology.
6. Ability to lift up to 25 lbs. and be mobile for majority of the day.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in social work or related field and one (1) year of related experience with individuals with intellectual/psychiatric disabilities.

A satisfactory current Pennsylvania Criminal History report is required for employment, as well as a valid PA driver's license, satisfactory driving record and proof of car insurance.

OR

Any equivalent combination of experience and training.

Interested candidates should submit resume and cover letter to Nancy Gale, Executive Director at [ngale@jrspgh.org](mailto:ngale@jrspgh.org).

Equal Opportunity Employer