CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3624 **TITLE:** ASSISTANT RESIDENTIAL COUNSELOR **GRADE:** S-16

DEFINITION:
Under close clinical and administrative direction, performs a limited range of support duties in a residential facility; may serve as a night or weekend shift counselor under the oversight of a senior staff member; and performs related work as required.

DISTINGUISHING CHARACTERSTICS OF THE CLASS:
The Assistant Residential Counselor differs from the Mental Health Counselor and Substance Abuse Counselor I and the Intellectual Disability Specialist in that the Assistant Residential Counselor performs paraprofessional educative and administrative duties in a residential setting whereas the Mental Health Counselor and the Substance Abuse Counselor I serve as secondary counselor performing a limited variety of professional services and the Intellectual Disability Specialist in a residential setting serves as a living skills/behavior management facilitator.

ILLUSTRATIVE DUTIES:
May conduct morning sessions with individuals;
Provides supervision, observation, monitoring, and skill training to residents, while exercising independent judgment within narrowly defined limits;
Advises staff of residents' behavior through meetings, progress notes, and record-keeping;
Maintains confidential individual files;
Provides intervention in crisis situations as directed and per procedures;
May assist with training of volunteers;
Monitors and enforces treatment facility rules and policies, or monitors and implements residential group home standard operating procedures;
Advises program director of house emergencies, rule violations, and major incidents involving residents;
Dispenses and monitors medication under proper medical supervision in treatment facilities or in residential group homes;
Administers medications after successful completion of medication administration program;
Assists in providing orientation and education sessions for individuals, family members, and significant others;
Monitors inventory of household supplies;
Assumes responsibility for the security of the facility;
Provides client transportation to appointments, meetings, and field trips;
May perform office duties such as light typing and filing.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:
Knowledge of the basic principles of psychology and/or social work;
Knowledge of the behavior of emotionally and socially disturbed and/or chemically dependent individuals;
Knowledge of effective methods of dealing with mentally ill and/or chemically dependent individuals;

Knowledge of relevant community resources;
Knowledge of principles, practices, methods, and techniques related to treatment of individuals with intellectual disability or other developmental disabilities (for positions in Intellectual Disability Services);
Knowledge of federal, state, and local laws and regulations, as well as issues relevant to human rights, and ability to apply this knowledge to a variety of situations;
Ability to establish rapport and maintain effective relationships with individuals;
Ability to provide effective intervention in crisis situations;
Ability to develop and maintain effective working relationships with co-workers and the general public;
Ability to communicate effectively, both orally and in writing;
Ability to follow oral and written instructions;
Ability to use computer.

EMPLOYMENT STANDARDS:
Any combination of education, experience, and training equivalent to the following:
Graduation from high school; PLUS
Two years of related experience.

CERTIFICATES AND LICENSES REQUIRED:
Valid Motor Vehicle Driver's license with fewer than six demerit points (or equivalent in another state) at time of appointment and maintained throughout employment with CSB, for positions in residential programs;
First Aid and CPR certification within 90 days of appointment and maintained throughout CSB employment, for positions in residential programs;
Medication Administration Assistance Certification within 90 days of appointment, for positions in residential programs.
MANDT Certifications within six (6) months of appointment and annually thereafter, for positions in residential programs.

NECESSARY SPECIAL REQUIREMENTS:
Criminal background record check;
TB screening upon hire and annually thereafter.
Contingent upon area of assignment, some positions within this class will require a National Provider Identifier.

REVISED: February 1, 2011
REVISED: January 2, 2007
REVISED: July 18, 2000
REVISED: June 26, 2000
ESTABLISHED: October 30, 1989