



JOB ANNOUNCEMENT

POSITION: Relief, Part-time/Full-time Residential Counselors

PROGRAM: Developmental Disabilities

QUALIFICATIONS:

- High school diploma or GED
- Drivers license
- Clean background check
- Bi-Lingual Spanish/English preferred

RESPONSIBILITIES

- Provides community residents with counseling, supervision, training and assistance in accomplishing skills which includes self-care, social, recreational, community, domestic skills, budgeting, and money management skills.
- Administers medications for residents in accordance with Ibero's Community Residence Medication Policy.
- Initiates structured and unstructured recreational and leisure activities consistent with resident program plans.
- Maintains appropriate and up to date records on each resident, i.e., progress notes, rehabilitative services, Behavior Data Sheets, Program Travel Logs, Case Review Forms and Monthly Summaries.
- Assist the Residence Manager/Nurse in providing the resident's dietary needs including meal preparation, meal planning, grocery shopping, etc.
- Assist the Residence Manager/Nurse in the maintenance of the residence i.e., housekeeping, laundry, lawn care, etc.
- Attend all required training and program meetings.

DEADLINE: Ongoing

**Please fill out application and submit resume: Ibero-American Action League, Inc.
Human Resources Department
911 East Main St.
Rochester, New York 14605**

IBERO IS AN EQUAL OPPORTUNITY EMPLOYER