

Clinical Support Counselor

Full Time (32 hrs.), Non-Entry Level, non-exempt, hourly

Essential Functions: To improve the lives of individuals through direct services, advocacy, consultation and referral. To work in partnership with individuals and their families to make choices possible about how and where they live, learn, play and work.

Requirements:

- At least 18 years of age
- High school diploma or GED required and at least two years experience in direct care work in human services, preferably with individuals with developmental disabilities.
- Valid New Jersey non-probation/non-provisional driver's license.
- Must be able to respectfully communicate well in English, both verbally and in writing with consumers, all levels of staff, family members and other persons in the community.
- Must be able to use good judgment in dealing with consumer issues/emergencies, as well as staff related issues. Must work well independently and maintain a good working relationship with supervisor.

Post offer requirements:

- Successful completion of all training, as required
- Post offer physical
- Negative Mantoux/chest x-ray every year.
- Must continue to hold a valid New Jersey non-probation/non-provisional driver's license.

Job Duties include, but are not limited to:

1. Service Responsibilities:

- Facilitate the achievement of outcomes as defined by each individual receiving services and outlined in their I.H.P.
- Provide ongoing adherence and support to therapeutic interventions in place for the individuals receiving services, as prescribed by the Clinical Services Coordinator. This includes following appropriate data collection procedures, attending all trainings and providing input at interdisciplinary team meetings and staff meetings.
- Support individuals in availing themselves of all relevant community resources and entitlements.
- Protect individuals' rights, help them understand and exercise their rights and support them to live up to their responsibilities.
- Provide support in the acquisition of skills needed to achieve the level of independence and individual chooses. These may include, but are by no means limited to, social skills, meal preparation, money management, sexuality and literacy.
- Assist individuals in making links in their community in order to become active participants in community life as they desire.
- Help individual fill their free time with leisure and recreation activities that they are interested in.

- Serve as an advocate for individuals receiving services.
- Observe each individual's right to confidentiality.
- Maintain a professional liaison with families, guardians, employers, and other professionals in the community.

2. Administrative Responsibilities:

- Assure that required documentation is done in a complete, legible and timely fashion.
- Know, understand and follow Arc Personnel Policies and Arc Residential Policies as appropriate.
- Attend regular team meetings or in-services as required.
- Work effectively with administrative staff and maintain close communication.
- Cooperate with The Arc and Division/Department staff in any inspection or investigation.
- Perform any other duties as assigned by the supervisor.

Working Conditions/Physical Demands:

Work is active and is performed within the individual's home, or in the community. You may be required to provide individual support in a dignified fashion in areas of a personal nature. As individual's behavior may change dramatically due to a variety of influences (i.e. environment and medical conditions) you could find yourself dealing with a hazardous situation. You may have exposure to individuals with Hepatitis B, a blood-borne pathogen.

The above position requires the completion of a survey.

[Click here to begin the survey.](#)

Once you have completed the survey, download, complete and fax, email, mail or drop off your completed application for employment. In order to be considered, both have to be completed.

[DOWNLOAD THE EMPLOYMENT APPLICATION.](#)

The Arc of Atlantic County
Attention: Human Resources
6550 Delilah Road, Suite 101, Egg Harbor Township, NJ 08234
Fax (609) 646-1369
Email hresources@arcatlantic.org

The Arc is an equal opportunity employer