



## **Peter's Retreat Job Description and Posting**

**Position Title:**                   **On-Call Residential Counselors**

### **Job Description:**

The On-Call Residential Counselor provides staff presence and resident support in a supportive living program for formerly homeless adults living with HIV/AIDS. The On-Call Residential Counselor is a member of the care team and available to the residents as needed to assist with resident care and support, emergency services as necessary, and on-site coordination of the program and facility during his or her shift. The On-Call Residential Counselor reports and is responsible to the Care Manager/Team Leader to whom he/she is assigned.

### **Job Responsibilities:**

1. Maintains a safe and secure environment for all residents;
2. Supports/assists residents individually and in groups as determined by needs assessments and service plans;
3. Engages residents in conversation, activities and care;
4. Communicates with team members and other staff significant interactions with residents to assist with the coordination of care and support through team meetings, resident log, emails and voice mails, and in shift-change report;
5. Communicates concerns regarding resident, program or staff issues with supervisory staff, including supervisor on-call evenings, nights and weekends;
6. Assists residents with care and medication adherence & monitors residents taking medications;
7. Records time residents receive medications and PRN counts each shift;
8. Implements resident activities and assists with meal preparation/serving as planned;
9. Maintains shift records (including daily log notes) according to policy;
10. Participates in care team, staff and resident meetings and trainings as required;
11. Participates in physical maintenance/cleaning of the facility as instructed;
12. Welcomes and supports volunteers as assigned;
13. Maintains confidentiality;
14. Serves as a flexible team member to provide additional services as needed.

### **Qualifications:**

Experience in human services, particularly in residential settings; knowledge, interest, & some experience in services/issues related to HIV disease, homelessness, substance abuse and mental illness. Reliable transportation, driver's license and insurance required. Fluency in Spanish and English desirable.



**Hours/Compensation:**

Days and shifts are determined based on program needs. Week day shifts are: 2:00 pm - 10pm or 4:00 pm - 12 midnight, or midnight - 8:00 am, as well as occasional weekdays 7:30 am - 3:30 pm. Weekend shifts are: 7:00 am - 3:00 pm, 8:00 am - 4:00 pm, 3:00 pm - 11:00 pm, 4:00 pm - midnight, or midnight - 8:00 am. Shifts are subject to change to meet program needs. A calendar is produced by the 21st of each month for the following month. Staff are responsible for obtaining and carefully reviewing these monthly calendars for any assigned shifts and for dates and times of meetings. On-call staff are routinely contacted with notice varying from a week or so to several hours to cover shifts. Hourly rate: \$8.00 - \$12.00 depending upon experience as well as shift assignment. Reliable, insured, registered vehicle and valid driver's license required.

**To Apply:**

Submit resume and cover letter with shift availability to: Mary Ellen Laskarzewski, Senior Care Manager/Team Leader, Hands On Hartford, (formerly Center City Churches), 40 Pratt Street, Hartford, CT 06103; fax to Peter's Retreat 860-247-5177; or email: [melaskarzewski@handsonhartford.org](mailto:melaskarzewski@handsonhartford.org)

EOE