



Job Description
RELIEF COUNSELOR

AGENCY:

INTERIM, Inc. is a private non-profit agency which provides residential treatment, affordable housing, supported education/employment and social rehabilitation programs for adults with mental illness.

POSITION:

Relief Counselor - Short Term Crisis Program, Transitional Program & Dual Diagnosis Program

SALARY:

\$14.00 per hour

HOURS:

No set hours; vary as needed.

JOB DESCRIPTION:

The Relief Counselor works in one of Interim's three residential treatment programs which are all operated on a social rehabilitation therapeutic community model. Relief Counselor assists residents in their recovery and rehabilitation process, provides supervision of residents and the facility and teaches social, living and disability management skills.

MINIMUM QUALIFICATIONS:

Education: High school diploma or GED required.

Experience: One year experience in related field. BA in related field may be substituted for experience.

Skills/knowledge: Good written and oral English communication skills, ability to work as a member of a team, to accept supervision, to maintain appropriate boundaries while working in close inter-personal relationships. Ability to learn and apply principles of social rehabilitation. Ability to be responsible, flexible, empathic and able to relate effectively with clients, other staff, professionals and members of the community.

Physical/sensory requirements: Ability to drive an automobile and small passenger van; ability to see well enough to read medication bottles, data on a computer screen, client records, and to discriminate between different types of medications; ability to hear normal conversations and answer telephone; ability to verbally communicate with residents and staff; ability to access and monitor by sight and sound, all portions of facility, to monitor residents, maintain house safety and assist clients in evacuation of facility in case of emergency; hand, finger and body coordination sufficient to assist residents with food preparation and household tasks and to write in client records with clear handwriting.

Capable of the following extended activities: standing, sitting.

Capable of the following intermittent activities: lifting bags of groceries, bending to clean, assisting in moving resident's belongings.

Essential Job Functions Include but are not limited to the following:

- Provide client-centered counseling focusing on the here-and-now. Listen, respond empathetically and engage in problem solving.

- Identify, assess and respond to crisis situations. Set clear limits and ensure that both residents and facility are safe.
- Assist residents with self administration of medications.
- Document shift change information into the log and the resident's progress notes.
- Assist and supervise residents with cooking, housecleaning and yard maintenance.
- Other duties as assigned by the Program Director.

REQUIREMENTS:

Over 21; valid California driver's license; auto in safe operating condition; auto liability insurance; good driving record; criminal record clearance; ability to pass physical exam as required by licensing; proof of authorization to work in the United States as required by Immigration and Reform Act of 1986.

Interim, Inc., is an equal opportunity employer.

Interim Inc. is guided by the precept that in no aspect of its programs, services or employment practices shall discrimination be permitted because of race, color, national origin, gender, age, creed, religion, physical or mental disability, marital status, medical condition, veteran status, pregnancy, childbirth, or related medical condition, citizen status, veteran status, sexual orientation, gender identity, or other characteristic protected by state or federal law. To comply with the Americans with Disabilities Act and other applicable laws ensuring equal employment opportunities to qualified individuals with a disability, reasonable accommodations are made for the known physical or mental limitations of an otherwise qualified individual with a disability, unless hardship, direct threat to health or safety, or other job-related consideration exists. Individual who feel that they have been unlawfully discriminated against because of membership in one of the protected classes should contact the following: Director of Human Resources, Interim, Inc., PO Box 3222, Monterey, CA 93942. (831) 649-4522.