

JOB ANNOUNCEMENT
UNION POSITION

TITLE: Relief Counselor

Location: San Francisco

SALARY: \$12.37 hourly

PRIMARY RESPONSIBILITIES:

Under the supervision of the Program Director or the Assistant Director, Relief Counselors provide support and assistance to clients at one of the Progress Foundation programs, most of which are housed in multi-level facilities. Generally, Relief Counselors advocate for and respond to clients' treatment and rehabilitation needs. Specific functions are outlined in the job description.

Duties include: Assist in the orientation of new clients, respond to psychiatric and/or medical emergency situations, support clients' efforts to implement treatment plans, write progress notes on clients, relay clinical and house-status information to other staff, monitor and record client medications, assist in the case management activities, participate and involve clients in program activities, be responsible for the physical plant including investigating problems in the facility and performing minor cleaning and repair work, and other household tasks. Candidates must be willing to work a flexible schedule, including some weekend and overnight shifts.

Minimum qualifications:

Experience in residential treatment and /or knowledge of social rehabilitation is preferred, but not required. Must be able to communicate effectively with staff, clients and other providers both orally and in writing. Must demonstrate an acceptable level of maturity, good judgment and emotional stability. Must be able to negotiate several flights of stairs during each work shift and life and carry 20lb packages several times during each work shift.

Before commencement of employment, must submit to a fingerprint check and health screening exam in order to obtain clearance from the State Dept. of Social Services, Community Care Licensing. **Employment is contingent upon meeting above minimum qualifications.**

SEND RESUME TO:

Human Resources Manager
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Visit our website at www.progressfoundation.org