



DESC Job Description -

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OPEN: May 6, 2009
Job Title: **Residential Counselor – Union**
Salary: \$10.97 - \$12.65 per hour, depending on qualifications
Union Status: Eligible for SEIU1199
Supervised by: Union Hotel Project Manager
Hours: Full-time (37.5 hours/week) – Swing Shift

JOB DEFINITION

In conjunction with the Union Hotel Project Manager and Clinical Service Coordinator, the Residential Counselors are responsible for the provision of basic services to residents and performance of day-to-day building operation functions at the Union Hotel.

MAJOR DUTIES AND RESPONSIBILITIES

- Interact with residents in the general milieu of Union Hotel common spaces.
- Assist Clinical Service Coordinator in the coordination of services to residents; contact residents' outside service providers as necessary.
- Assist Clinical Service Coordinator in the initiation, facilitation, and promotion of activities, support groups, and community meetings.
- Manage building operations in absence of Project Manager.
- Operate all functions in lobby office, to include checking visitors in and out, answering telephones, monitoring security systems, and monitoring medication for clients.
- Responsible for preparing, cooking, and serving breakfast.
- Maintain safety and security by monitoring all general access areas and enforcing building rules.
- Respond to emergencies and initiate action as required, including contact with emergency-response systems as necessary.
- Write significant events involving residents and building operations activities in a daily log-book; read log book daily.
- Respond to tenant complaints.
- Work cooperatively with clinical and maintenance staff sited at the Union Hotel, and with visiting staff; refer residents to Clinical Service Coordinator and Project Manager as necessary.
- Initiate appropriate response to maintenance requests.
- Participate in staff meetings and trainings.
- Other duties as assigned.

APPLICATION PROCEDURE

Submit a Cover Letter and Resume to: DESC-UN, ATTN: Human Resources, 515 3rd Avenue, Seattle, WA 98104, or email in Word document to hr@desc.org, or fax to – (206) 515-1501

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