



**THE LEARNING CENTER
FOR THE DEAF**
RESIDENTIAL DEPARTMENT

POSITION: SUBSTITUTE RESIDENTIAL COUNSELOR

The Residential Counselor will provide leadership to residential students by developing, implementing and monitoring all residential activities, which support residential students' social, physical, intellectual, communicative and emotional development.

REQUIREMENTS:

- BA/BS degree in Human Services or equivalent preferred
- High School diploma with 2 years of experience in residential setting or supervisory level may be equivalent
- A minimum of conversational fluency in American Sign Language required, with native, or near-native ASL fluency preferred
- Ability to communicate and work effectively as part of a team
- A valid drivers license and a clean driving record as determined by Human Resources is required
- Knowledge of issues and priorities important to students' needs in a residential program preferred
- Competency in Microsoft Office software programs
- Willingness to work a varied schedule
- Valid MA Driver's License with a clean driving record
- Experience and skill in developing, implementing and/or planning activities for residential students

SUPERVISOR: Residential Supervisor

FUNCTIONS AND RESPONSIBILITIES:

Provide direct supervision and support to the residential students.

Support, plan and maintain residential and independent living skills activities to meet identified individual residential student and/or programmatic needs.

Utilize database to ensure all externally and internally required reports are complete, accurate, and implemented on schedule.

Work collaboratively with TLC colleagues to facilitate students' educational, social, recreational and life skills activities within existing programs.

Be accountable for the general supervision of residential students and remain on duty during emergency situations.

Maintain residential program's expectations, including school policies and procedures.

Work with other Residential Counselors in coordinating activities, field trips or finding guest speakers for residential program if needed.

Assist TLC staff with coordinating other related activities as deemed appropriate.

May be delegated and trained to conduct medication administration or certain medical procedure responsibilities for students.

Some lifting may be required when working with young students or students with special needs, however, TLC embraces and celebrates a spirit of inclusion and diversity, and reasonable accommodations and modifications will be made whenever possible. The diversity of our student population may require that some assignments have a heavier physical responsibility due to safety. If the opening for which you are applying will require more strenuous physical activity, the unique needs will be discussed at the time of interview.

Perform other tasks as assigned by the Department Supervisor.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

TLC is proud to be an equal opportunity employer and all employees and applicants for employment are afforded equal opportunity in every area of hiring and employment without regard to race, color, religious creed, national origin, ancestry, sex, gender identity, age, criminal record (inquiries only), handicap (disability), mental illness, retaliation, sexual harassment, sexual orientation, genetics, active military, and any other legally protected characteristic.