



Admissions Counselor

Mission Statement for Rainbow Acres

Rainbow Acres, a residential Christian community with heart, empowers persons with developmental disabilities to live to his/her fullest potential with dignity and purpose.

Job Title: Admissions Counselor

Department: Admissions

Reports to: Director of Admissions

Prepared Date: July 2022

JOB SUMMARY

The Admissions Counselor serves as an advocate for residents transitioning into Rainbow Acres with primary responsibility for ensuring a smooth transition. He/she serves as a point of contact for families/guardians and coordinates cross-functionally with staff to provide customized and critical supports as residents acclimate. The Admissions Counselor serves as a key staff member in retention of new residents through mentoring, coaching, and facilitating the resident's transition into Rainbow Acres. To be successful in this role, the incumbent needs to be passionate about working cross-functionally to create an environment that fosters a purposeful life for residents.

PRIMARY RESPONSIBILITIES

- Participates in the admissions process from beginning to end; offers suggestions related to skill assessment, ensures new resident's room is set up for success, leads the development of an initial schedule for the resident, ensures ADL support, briefs caregivers prior to arrival.
- Provides families with initial program assessment tool and assists resident and their family in choosing 8-10 goals to focus on long term. Works with families to select initial 3-4 primary goals on which to focus during initial program intake.
- In consultation with the Director of Admissions, resident and their parent or guardian, develops and monitors comprehensive individualized transition plan for each resident for the first 90 days.
 - Employs training techniques to assist new residents in learning the campus, their schedule and internal norms.
 - Provides hands on coaching and mentoring in identified areas of independent living skills.
 - Develops and utilizes lesson plans designed to assist the resident in progressing toward the achievement of established goals.
 - Monitors progress and makes appropriate revisions to the plan, keeping the Director of Admissions informed as to the progress and the need for change, informing the family as appropriate.
- Develops and effectively deploys systematized communication plan for updating the Director of Admissions on the progress of each resident on a weekly basis or as needed.
- Develops and effectively implements a systematized communication plan for updating the resident's family on a monthly basis, providing written reports on progress toward agreed upon goals for the first 90 days.



- Provides detailed updates including photos, facts, questions, and concerns: weekly (month 1), and bi-weekly (month 2) and monthly (month 3)
- Proactively collaborates with the Resident Care Coordinator, Health & Wellness staff, and the Academy team.
- Coordinates and communicates regularly with the Director of Campus Life, Caregivers, and ancillary Rainbow Acres staff to achieve a smooth transition and achievement of resident's short term goals.
- Assists in the development and follow-through for innovative staff training and growth to improve resident experience.
- Serves as key staff member in retention of new residents at Rainbow Acres through mentoring, coaching and facilitating the Resident's ability to make friends and develop positive relationships with staff and housemates.
- Serve as a resource to the Director of Campus Life and ancillary staff after the initial transition period has ended to ensure transparent Segway into next phase of residency.

MINIMUM QUALIFICATIONS

- Bachelor's degree in related field preferred in addition to previous experience in an assisted living facility, resulting in strong working knowledge of autism and various aspects of developmental disabilities.
- Admissions or marketing experience desirable.
- Demonstrated leadership skills, organizational, and exceptional communication skills. Must possess the ability to deal tactfully with residents, family members, visitors, personnel, government agencies and the general public.
- Superior community relations skills, analytical skills, and basic understanding of computer technology including email use.
- Monday through Friday work schedule with the ability to work flexible hours as admissions responsibilities dictate.
- Evidence of strong Christian commitment desirable. Evidence of strong ethical standards and moral character is essential along with a passion for fostering a purposeful life for our residents. This is a safety sensitive position.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; have great dexterity of hands and arms; stoop; kneel; and talk; or hear. The employee is required to sit for long periods of time. The employee may be required to lift and/or move more than 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The working environment is generally favorable. Lighting and temperature are adequate, and there are no hazardous or unpleasant conditions caused by noise, dust, etc. Work is generally performed within an office environment, with standard office equipment available



Rainbow
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