



Job Title: Counselor – Part time

Program:

Reports to: Group Home Treatment & Program Coordinator

Effective Date:

Job Summary: The Counselor - Part time position provides a variety of direct care services to children at an entry level with close supervision. In the scope of their role, the Counselor - Part time participates in the creation and maintenance of a therapeutic milieu according to each child's treatment plan and Partnership for Children's philosophy.

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

- Provide a safe living environment.
- Operate program as designed and directed.
- Work within a team approach to treatment.
- Be available to have relationships with children in care.
- Respond to needs of children in care.
- Provide consistency and structure.
- Be a role model.
- Administer medications to children according to policies and procedures.
- Manage group living and care. Example of tasks:
 - Assist in preparation and delivery of meals according to policies, menus, and procedures, and creates a wholesome and nurturing experience at mealtime.
 - Provide or arrange for transportation of residents as needed.
 - Participate in routine housekeeping as needed to maintain a healthy and nurturing environment.
 - Carry out assigned responsibilities during fire drills and disasters.
 - Obey all safety rules and regulations and exercise sound judgement in regards to children's safety in all settings.
 - Work with and follow lead staff; function as an emotionally accessible, reliable, and cooperative team member.
 - Assist with supervision of children during group activities and field trips.
- Meet individual client needs. Example of tasks:
 - Provide individualized care.
 - Assess the needs of the milieu and design and carry out milieu interventions, which create a safe and supportive environment.
 - Provide support and control utilizing milieu holdings and supportive physical control per agency policy and procedure.
 - Initiates and leads house meetings and assists in co-leading house groups.
- Maintain program structure and assist with program accountability. Example of tasks:
 - Provide input to individual treatment plans.
 - Document and communicate sensitive and confidential information in a professional manner to all necessary parties according to policy and procedure.

- Log accurately and concisely according to agency procedures, and assuring all entries involving subjective interpretation of the child's progress are supplemented with the description of the actual behavior observed.
- Attend and participate in staff meetings as requested by supervisor.
- Demonstrate an ability to establish effective working relationships with families, community resources, and placing agencies.
- Actively contribute to the design and implementation of treatment objectives and strategies.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to function well in a high-paced and at times stressful environment.
- Sound moral character.
- Talents for supervising and working with children.

Education and Experience:

- High School Diploma or equivalent
- Sound moral character.
- Emotional accessible, vulnerable and capable to form trusting relationships with severely emotionally disturbed children.
- Experience working with children in a paid or volunteer setting.

Physical Requirements:

- Ability to lift 50 lbs. as needed.
- Ability to climb stairs as needed.
- Willing and able to work a full time schedule that involves either three or four-day workweeks that includes shifts that may be as long as 14 hours.
- Physical ability and endurance required in the highly active role of caring for disturbed young children. The work environment is high in emotional, physical and mental stress with high activity and noise levels and the personal difficulties presented in the course of working with seriously disturbed children and families.

Employee Classification, Compensation and Benefits:

- This position is a Part-time, Non-exempt position.
- Compensation is based on range establish in the Partnership for Children's Salary Schedule.

Employee Signature:

Date: