



Job Title: Youth Counselor Overnight

Program:

Reports to:

Effective Date:

Job Summary: The Youth Counselor Overnight (YCO) is a full time entry-level line worker position that provides for the general care of at-risk youth during late hours, sleep hours and early mornings. The Youth Counselor Overnight is part of the backbone of our quality of care and treatment for these youth.

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

- Responsible to maintain the nightly routine and structure of the home.
- Provide a safe, consistent and structured living environment for the youth in care.
 - Supervision and structure to keep the youth in care safe.
 - Supervise, manage and instruct positive interaction and conflict resolution among the residents in the home.
 - Assist with management of a stable yet dynamic set of house rules and values.
 - Prepares and shares nutritious family style meals with youth.
 - Provide guidance.
 - Teach life skills.
 - Teach and model communication skills.
 - Assist with relationship building skills.
- Work with youth in care to meet their unique and individual needs.
 - Provide individualized care.
 - Do informal counseling sessions.
 - Advocate for needs of each youth.
- Monitor individual behavior of youth in care.
 - Provide instruction, praise and reward for positive behavior.
 - Do intervention with or confrontation of negative or destructive behavior.
 - Give consequences when appropriate.
 - Teach and model appropriate behaviors.
 - Record behavioral data.
- Perform the specific tasks and duties of the shift, including various office duties such as filing, recording, organizing and evaluating data and household duties such as cleaning, organizing and basic maintenance.
- Work with program team and follow lead staff:
 - Be reliable.
 - Be cooperative team member.
 - Assist in solving problems.
 - Give and receive feedback and support.

Other Duties

- 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.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite or related software.

Education and Experience:

- High School Diploma or equivalent
- Solid moral character

Physical Requirements:

- Ability to lift 50 lbs. as needed.
- Ability to climb stairs as needed.
- Willing and able to work 10-hour shifts during “normal” sleeping hours.
- Can lack gratification due to routine and repetitive tasks and minimal interaction with youth and peers.

Employee Classification, Compensation and Benefits:

- This position is a Full-time, Non-exempt position.
- Compensation is based on range established in the Youth Homes’ Salary Schedule.
- Youth Homes provides a generous benefit package inclusive of employer funded:
 - Annual Leave, Exceptional Leave, Educational Leave.
 - Long-term Disability and Life insurance.
- Employer contributions to:
 - Health Insurance.
 - Health Savings Account and 401(k) options with agency match.
- Available access for employee funded:
 - Dependent care flex account.
 - Dental insurance coverage.
 - Vision insurance coverage

Employee Signature:

Date: