



**Job Title:** Counselor 1

**Reports to:** Group Home Treatment and Program Coordinator

**Program:**

**Effective Date:**

**Job Summary:** Counselor 1 is an entry-level position that provides direct care services to children. Counselor 1 participates in the creation and maintenance of the therapeutic milieu according to each child's treatment plan and agency philosophy. The Counselor 1 promotes a positive, healthy environment in the service of a cohesive team and positive culture.

**Supervisory Responsibilities:**

- None.

**Duties/Responsibilities:**

- Manage group living and care.
  - Assist in preparation and delivery of meals according to policies 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, nurturing environment.
  - Obey all safety rules and regulations and exercise sound judgment in regards to children's safety in all settings.
  - Supervise children during group activities and field trips.
- Meet individual client needs:
  - Provide individualized care.
  - Assess the needs of the milieu and design and carry out milieu interventions.
  - Provide support and control utilizing physical containments per agency policy and procedure.
  - Initiates and leads house meetings and assists in co-leading house groups.
  - Ability to provide consistent care, control, safety, and structure for children.
  - Responsible for the orientation and support of a new child to the home.
  - Establish a significant interpersonal relationship with children as authorized and guided by the supervisor with input from the treatment team.
  - Work as a representative for an individual child:
    - Advocate for needs of child
    - Insure provision of appropriate outside services, such as medical and mental health.
    - Monthly and Quarterly treatment reports on child as assigned.
    - Maintain child's permanent log.
    - Oversee development and generation of clinical information for staff meetings.
    - Carry out case management as assigned with supervision.
    - Takes leadership role in planning for special occasions (for example, birthdays, anniversaries, family visits).
    - Create a welcoming atmosphere in the group home to children's family and treatment team members.
    - Liaison for school, checking in with teachers, CSCT, and other staff.
- Maintain program structure and assist with program accountability:
  - 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.
  - Stay abreast of all information in logs.

- Write reports as necessary or requested.
- Attend and participate in staff meetings.
- 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.
- Log accurately and concisely according to agency procedures.
- Provide a safe living environment.
- Accept supervision.
- Work within a team approach to treatment.
- Be available to have relationships with children in care.
- Provide consistency and structure.
- Be a role model.
- Administer medications to children according to policies and procedures.

**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.
- Ability to function well in a high-paced and at times stressful environment.

**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.
- Ability to support team consensus and follow the clinical lead for children's treatment.
- Valid drivers license

**Physical Requirements:**

- Ability to lift 50 lbs. as needed.
- Ability to climb stairs as needed.
- Willing and able to work shifts that may be as long as 14 hours.

**Employee Classification, Compensation and Benefits:**

- This position is a Full-time, Non-exempt position.
- Compensation is based on range establish in the Partnership for Children's Salary Schedule.
- Partnership for Children provides a generous benefit package inclusive of:
  - Annual Leave, Exceptional Leave, Educational Leave
  - Health, Dental, Vision, Long-term Disability and Life insurance.
  - Health Savings Account and 401(k) options with agency match.

**Employee Signature:**

**Date:**