



Job Title: Youth Counselor – Part time

Program:

Reports to:

Effective Date:

Job Summary: The Youth Counselor – Part time is a part time entry-level position that provides general care of at-risk youth and manages the treatment milieu and routine within a home.

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

- Assist Full-time staff in their duties, to include:
 - Maintain the daily routine and structure of the home.
 - Work within a treatment team, both within the staff and in the community, in a cooperative and mutually supportive way.
- Forming therapeutic relationships with the youth in care.
- 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 for transportation or residents.
 - Oversee and teach chores and general house cleaning/maintenance.
 - Provide guidance.
 - Help with life planning.
 - Teach life skills.
 - Teach and model communication skills.
 - Assist with relationship building skills.
 - Teach and model recreation skills and implement the recreational program of the home.
- Work with youth in care to meet their unique and individual needs.
 - Provide individualized care.
 - Do informal counseling sessions.
 - Participate in group therapy 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.
- Engage in therapeutic relationships with the youth.
 - Set appropriate levels of intimacy, shared two-way information and boundaries.
 - Work with youth's families as partners to YH care and treatment.
- Maintain program structure and assist with program accountability.
 - Make entries in administrative and behavioral logs.

- Document all incidents.
- Stay abreast of all information in logs.
- Write reports as necessary and required or requested.
- Attend and participate in a wide variety of “treatment team” meetings.
- Attend and assist with corporate functions and meetings, as requested.
- Operate program as designed and directed.
- Accept supervision.
- Work within a team approach to treatment.
- Give others respect, regardless of opinion, and consideration in dealings with them.
- Be a healthy role model.

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.

Education and Experience:

- High School Diploma or equivalent
- Valid Driver’s License
- Solid moral character

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 three, four or five-day workweeks that includes shifts that may be as long as 15 hours.

Employee Classification, Compensation and Benefits:

- This position is a Part-time, Non-exempt position.
- Compensation is based on range establish in the Youth Homes Salary Schedule.
- Employee Assistance Program (EAP)

Employee Signature:

Date: