



Job Title: Youth Counselor 1

Program:

Reports to: Program Manager

Effective Date:

Job Summary: The Youth Counselor 1 is a full time entry level line worker position that provides for the general care of at-risk youth and manages the treatment milieu and routine within a home. The Youth Counselor 1 is the backbone of our quality of care and treatment for these youth.

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

- Responsible to maintain the daily routine and structure of the home.
- Responsible to 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.
 - Participate and/or facilitate house group meetings.
 - 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.
 - Insure provision of appropriate outside services, such as mental health, medical, dental, etc.
 - 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.
 - Work as “primary” adult (worker) in a youth’s life, including –
 - One-on-one time.

- Involvement in activities with youth.
- Part of treatment team.
- o Set appropriate levels of intimacy, shared two-way information and boundaries.
- o Work with youth's families as partners to YH care and treatment.
- Maintain program structure and assist with program accountability.
 - o Provide input to individual treatment plans.
 - o Make entries in administrative and behavioral logs.
 - o Document all incidents.
 - o Contribute to the update of treatment plans and make regular reports of progress, as required by program, contract and rule.
 - o Stay abreast of all information in logs.
 - o Write reports as necessary and required or requested.
 - o Attend and participate in a wide variety of "treatment team" meetings.
 - o 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.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong leadership 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 Full-time, Non-exempt position.
- Compensation is based on range establish in the Youth Homes Salary Schedule.
- Youth Homes provides a generous benefit package inclusive of:
 - o Annual Leave, Exceptional Leave, Educational Leave
 - o Health, Dental, Vision, Long-term Disability and Life insurance.
 - o Health Savings Account and 401(k) options with agency match.

Employee Signature:

Date: