



## Job Description

### **Counselor 1- Part time**

(Revised July 2016)

**General Summary:** The Counselor 1- Part time position provides a variety of professional direct care services to children at an entry level with close supervision. In the scope of their role, the Counselor 1- Part time participates in the creation and maintenance of a therapeutic milieu according to each child's treatment plan and agency philosophy.

As a supportive participant of a self-directed team, this position seeks responsibility in fulfilling the team mission and demonstrates initiative, cooperation, flexibility, group problem-solving skills within their role.

The Counselor 1- Part time is largely distinguished from Night Shift Counselor by the extent of direct care provided and the assignment of basic therapeutic interventions which exceed provision of safety, nurturance and structure. Additionally, it is distinguished from a Counselor 1 by having no responsibility for significant therapeutic relationships and the associated demands and skills.

To successfully complete probation, a Counselor 1- Part time must: be able to provide care and control, be emotionally accessible, respond professionally to sensitive feedback, participate and contribute to team effort, and positively resolve conflict by the end of their probationary period.

The Counselor 1- Part time reports to the Coordinator and receives general direction from senior counselors in the course of performing their duties. This position does not supervise any other staff.

### **Examples of Tasks:**

- 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 and cleaning as needed to maintain a healthy, 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, solving problems, giving and receiving feedback and support.
  - 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.
  - Ability to provide consistent care, control, safety, and structure for children.
  
- Maintain program structure and assist with program accountability. Example of tasks:
  - Provide input to individual treatment plans.
  - Make entries in administrative and individual logs.
  - 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.
  - 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.
  - 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.

**Responsibilities:**

- Provide a safe living environment.
- Operate program as designed and directed.
- Accept supervision.
- Work within a team approach to treatment.
- Be available to have relationships with children in care.
- Communicate clearly, precisely and directly.
- Respond to needs of children in care.
- Provide consistency and structure.
- Be a role model.
- Administer medications to children according to policies and procedures.

**Requirements:**

- Sound moral character.
- Interest and insight to both seek supervision and respond to it with growth and change.
- Experience working with troubled children in a paid or volunteer setting.
- Basic knowledge of childhood development as acquired through staff training.
- Talents for supervising and working with children.
- Knowledge of state laws and agency policies on confidentiality and reporting child abuse and neglect.

- Working knowledge of the rationale, use and implementation of basic techniques such as activation, sittings, 60-second scoldings, permissions, supportive physical control, teaching interactions, providing nurturance as provided by direct observation of the techniques and supervisors' approval of the sufficiency of and hour" employee – paid for hours worked
- 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 work weeks that includes shifts that may be as long as 14 hours.

**Working conditions:**

- Frequent involvement in controlling physically out of control children. A Counselor 1- Part time should be able to lift 50 pounds and possess the 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.
- Scheduled hours may encompass all shifts, weekends and holidays, with impromptu schedule changes. Hours and shifts may fluctuate and include long shifts. Position requires a high degree of flexibility in scheduling.
- There are multiple demands upon time and focus in managing the milieu, responding to the needs of children, interfacing with a variety of agency staff and carrying out daily tasks.

**Employment:**

- Base salary at Grade 4 of Partnership for Children's Salary Schedule.
- Probation for six months