



## Job Description

### **Youth Counselor 1**

(Revised June 2016)

**General Objective** The Youth Counselor 1 is a full time entry level line worker position that provides for the general care of at-risk children and 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 youngsters.

### **Nature and Scope of this Position**

- This position is responsible to maintain the daily routine and structure of the home.
- This position is responsible to perform a wide variety of tasks within the design and structure of the group home program.
- This position is responsible to work within a treatment team, both within the staff and in the community, in a cooperative and mutually supportive way.
- This position involves forming therapeutic relationships with the children in care.
- This position works under the supervision of the Program Director/Manager and under the clinical supervision of the Lead Clinical Staff.
- This position involves being a role model for the kids in care.

### **Example of Tasks**

- Provide a safe, consistent and structured living environment for the children in care.
  - Do what is necessary in terms of supervision and structure to keep the kids 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.
  - Oversee preparation and delivery of regular and nutritious meals.
  - 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.
    - Supervise group recreational activities.
    - Provide encouragement to residents to become involved in recreational activities outside of Center.
    - Monitor individual physical programs.
    - Supervise group recreation nights.
- Work with youngsters in care to meet their unique and individual needs.
  - Provide individualized care.
  - Provide appropriate and individual attention to youth in care.
  - Do informal and participate in formal 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 child.
- Monitor individual behavior of youngsters 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 youngsters in one's care.
  - Work as "primary" adult (worker) in a child's life, including –
    - One-on-one time.
    - Involvement in activities with child.
    - Part of treatment team.
  - Set appropriate levels of intimacy, shared two-way information and boundaries.
  - Work with children's families as partners to YH care and treatment.
- Maintain program structure and assist with program accountability.
  - Provide input to individual treatment plans.
  - Make entries in administrative and behavioral logs.
  - Document all incidents.
  - Contribute to the update of treatment plans and make regular reports of progress, as required by program, contract and rule.
  - Stay abreast of all information in logs.
  - Write reports as necessary and required or requested.
  - Attend and participate in staff meetings.
  - Attend and participate in a wide variety of "treatment team" meetings, such as:
    - Staff Team
    - Staff and therapist teams
    - Mental health treatment teams
    - Child Protection Team
    - Staff and family team
    - Child Study Teams at school
  - Attend and assist with corporate functions and meetings, as requested.

### **Responsibilities**

- Provide a safe living environment.
- Operate program as designed and directed.
- Accept supervision.
- Work within a team approach to treatment.
- Have appropriate relationships with children in care.
- Communicate clearly, precisely and directly.
- Respond to needs of children in care.
- Provide consistency and structure.
- To give others respect, regardless of opinion, and consideration in dealings with them.
- Be a role model.

### **Requirements**

- Possess solid moral character.
- Demonstrate competent, positive inter-personal skills.
- Experience working with troubled youth in a paid or volunteer setting.
- B.A./B.S. degree from an accredited college or university or combination of education and experience.
- Knowledge of adolescent development.

- Talents for supervising and working with young people.
- Demonstrated flexibility in approach to solving problems and achieving goals.
- Demonstrated commitment to children's needs and issues.
- Possess knowledge of:
  - Parenting skills and techniques.
  - Child and youth development theory, normalcy and deviance.
  - Childhood issues, including emotional disturbances, learning disabilities, etc.
  - Communication skills.
- 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.

### **Wage and Benefits**

- Base wage at Grade 4 of Youth Homes' Salary Schedule.
- Wage and hour employee
- Employer funded leave.
  - Annual and Bonus leave.
  - Exceptional leave.
  - Educational leave.
- Employer contributions to:
  - Individual and dependent covered health insurance.
  - Long-term disability insurance for the employee.
  - Life insurance policy
  - 401(k) available after 12 months.
- Available benefits to eligible employees.
  - Health Savings Account.
- Available access for employee funded:
  - Dental insurance coverage.
  - Vision insurance coverage