



Partnership *for* Children

Summer Program Counselor

Job Description

General Summary: The Summer Program Counselor provides a variety of direct and non-direct care duties in a temporary position under close supervision. In the scope of his/her role, the Summer Program Counselor participates in the creation and maintenance of a therapeutic summer program following the lead of the Program Coordinator.

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

The Summer Program Counselor position is largely distinguished from the Attachment Counselor by the major assignment of providing support functions and limited responsibility in carrying out therapeutic interventions, in relationship to teaching children social skills, and positive community interactions.

Supervision Received/Exercised:

The Summer Program Counselor reports to the Coordinator and receives general direction from them in the course of performing their duties. This position does not supervise any other staff. Responsibilities also include accurate daily communication with Attachment Counselors, in the form of written logs regarding the children needs and behaviors, and minimal participation in staff meetings, unless otherwise directed.

Examples and Tasks:

- Participates in routine housekeeping and cleaning as needed to maintain a healthy, nurturing environment.
- Prepares and presents meals and snacks according to policies, menus, and procedures and creates a wholesome and nurturing experience at meal times.
- Washes and cleans all food preparation equipment and affected areas following approved sanitation and infection control techniques.
- Obeys all safety rules and regulations and reports all malfunctions and safety concerns to the Program Coordinator.
- Demonstrates initiative to promote a warm nurturing child-oriented home environment.
- Assists in group activities, assisting with recreational art.

- Assists with supervision of children during group activities and field trips.
- Actively supports the implementation of quality treatment.
- Demonstrates initiative in planning group activities that provide positive experiences for children and promote the building of competencies in social skill development and community interactions.
- Follows plans for children's treatment in providing care and control, safety and structure for children.
- Assists the counselor in a supportive role as second person in providing support and control utilizing milieu holdings and SPC per agency policy and procedure.
- Provide transportation for children as assigned.

- Serves as positive adult role model by promoting an atmosphere of security, trust, and healthy relationships.
- Participates in summer program development, in the areas of social skills development, and community interaction for a specialized population of children with severe emotional disturbance.

Minimum Knowledge, Skills and Abilities Required:

- Knowledge of state laws and agency policies on confidentiality and reporting child abuse and neglect.
- Skill and ability to learn to operate kitchen equipment and perform household maintenance techniques.
- Ability to promote secure and trusting relationships, exercise empathy, patience, tact and stability in dealing with emotionally disturbed children.
- Ability to assume ownership for personal growth and development.
- Ability to lead recreational activities.
- Working knowledge of child development.
- 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.

Minimum Education, Experience and Licensing Requirements:

The above knowledge, skills and abilities are typically acquired through graduation from high school with two years post-secondary study in a social science or closely-related field, or an equivalent combination of education and experience in providing care.

Mandatory Training Requirements:

- Upon hire: Blood, Food, Universal Precautions
- Yearly by date: CPR, First Aid and MANDT
- Annually: Emergency Preparedness, HIPAA, Workplace Safety

Working Conditions:

- Occasional involvement in controlling physically out of control children. A Summer Program Counselor should be able to lift 50 pounds and possess the 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.
- Scheduled hours are usually 40 hours per week encompassing days, and holidays, with occasional schedule changes. Summer Program Counselors will be required to attend Glacier Camp, at Flathead Lake in the month of August. Hours and shifts may fluctuate during the week of Glacier Camp.

Employment:

- Base salary at Grade 5 of Partnership for Children's Salary Schedule.
- Nonexempt employee - paid for hours worked.