



Job Description

Youth Counselor - Overnight

(Revised June 2018)

General Objective The Overnight Youth Counselor is a full time entry level line worker position that provides for the general care of at-risk children and youth during late hours, sleep hours and early morning for the residents and manages that timeframe of the treatment milieu and routine within a home. The Youth Counselor is part of the backbone of our quality of care and treatment for these youngsters.

Nature and Scope of this Position

- This position is to complete the check list provided by the program leadership.
- 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 with in a treatment team, both within the staff and in the community, in a cooperative and mutually supportive way.
- The person performs a variety of direct and non-direct care duties in creating a therapeutic milieu.
- This person provides care, safety and supervision to children and youth.
- This person is responsible to review and stay abreast of assessments, logs, reports, treatment plans and attend clinical staffing and training as directed.
- The position is largely distinguished from the other Youth Counselors by the major assignment of non-direct care duties.
- The Overnight Youth Counselor is supervised by the Program Manager/ Director.

Examples of tasks

- Provide a safe, consistent and structured living environment of the children in care.
 - Do what is necessary in terms of supervision and structure to keep the kids in care safe.
 - Provides for and ensures building safety and security during shift.
 - Obey all safety rules and regulations and exercise sound judgment in regards to children's safety in all settings.
 - Provide continuous awake coverage for children, therefore requiring the employee be awake during the entire night shift as the only adult in the home for supervision and safety of children.
 - Provide or arrange for transportation of residents as needed.
 - 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.
 - Demonstrate initiative and creativity to promote a warm nurturing child oriented home environment (i.e. bulletin boards, decorations for various occasions.)
 - Do preparation and delivery of regular and nutritious meals, according to policies, menus and procedures, and create a wholesome and nurturing experience at mealtime.
 - Perform routine housekeeping and cleaning as needed to maintain a health, nurturing environment.
 - Carry out assigned responsibilities during fire drills and disasters.
 - Supervise the residents' self-administration of medication according to policies and procedures.
 - Maintain program structure and assist with program accountability.
 - Stay abreast with and make entries in administrative and behavioral logs.

- Write up all incidents and critical reports.
 - Write reports as necessary and required or requested.
 - Attend and participate in staff meetings.
- Work with youth in care to meet their unique and individual needs.
 - Provide individualized care.
 - Create a safe and supportive environment.
 - Provide consistent care.
 - Support safety and structure for youngsters in care.
 - Provide appropriate and individual attention to youngsters in care.
 - Advocate for needs of each youngster in care.
 - Engage in therapeutic relationships with the youngsters in one's care.
 - Function as an emotionally accessible adult
 - Set appropriate levels of intimacy and safety.
- 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.
- Perform the specific tasks and duties of the shift, including various office duties such as filing, recording, organizing and evaluating data and household duties such as cleaning, organizing and basic maintenance.
- Work with program team and follow lead staff:
 - Be reliable.
 - Be cooperative team member.
 - Assist in solving problems.
 - Give and receive feedback and support.
- Do other tasks as requested.
 - 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.
- Be available to have relationships with children in care.
- Communicate effectively - clearly, precisely and directly – with others.
- Respond to needs of children in care.
- Provide consistency and structure.
- Be a role model.
- Administer medications to children according to policies and procedures.
- Provide continuous awake coverage for children.

Working conditions

- Predominantly 10-hour shifts during “normal” sleeping hours.
- Schedule includes working weekends and holidays.
- Position requires some flexibility in scheduling with occasional schedule changes.
- Hours and shifts rarely fluctuate. Performance of tasks is largely self-paced with minimal interruptions upon time and focus.
- Can lack gratification due to routine and repetitive tasks and minimal interaction with children and peers.

Requirements

- Possess solid moral character.
- Interest and insight to both seek supervision and respond to it with growth and change.
- Demonstrate competent, positive inter-personal skills.
- Experience working with troubled children or youth in a professional or volunteer setting.
- 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 of care, treatment and intervention.
- Demonstrated flexibility in approach to solving problems and achieving goals.
- Demonstrated commitment to children's needs and issues.
- Possess or acquire basic 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.

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) after 12 months.
- Available benefits to eligible employees.
 - Health Savings Account.
- Available access for employee funded:
 - Dental insurance coverage.
 - Vision insurance coverage