**WOODWARD ACADEMY**

**Overnight Youth Counselor**

­­­­­­**Department**: Group Living **Job Status:** Full-time/Part-time

**Reports to:** Overnight Group Leader **FLSA Status:** Non-Exempt

**Positions Supervised:** None **Amount of Travel:** 10%

**Work Schedule:** Overnight Shift 11PM – 7AM and as needed.

**POSITION SUMMARY:**

**Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**ESSENTIAL FUNCTIONS:**

1. Bed Checks - Use a flashlight judiciously to insure a positive count and identification of the youth body name will be performed at shift changes or every 15 minutes. On the Sexual Delinquent Conduct Unit, staff rotates walking the hall of the bedroom area. Only one youth at a time may have permission to go to the restroom. At no time should the students be left unsupervised
2. Handle Emergencies - In the event of an emergency, notify the individuals listed on the Emergency Procedures. Give First-Aid until help arrives, if necessary.
3. Fire Drills - Oversee fire drills if there is a scheduled alarm.
4. Answer Telephone - Answer telephones and take messages.
5. Com Log - Note all observed interaction with students during the shift. Any and all significant data should be included in the com log, as this is the primary source of communication with oncoming staff.
6. Security - Check and secure all doors and windows.
7. Supervise bedtime and wake-up time by following program schedule and policy.
8. Report all noticeable events to Program Director or Group Leader.
9. Abide by The Health Insurance Portability and Accountability Act of 1996 (42 USC & 201 et seq.)
10. All other duties as assigned.

**POSITION QUALIFICATIONS:**

* Accountability - Ability to accept responsibility and account for his/her actions.
* Accuracy - Ability to perform work accurately and thoroughly.
* Communication, Oral - Ability to communicate effectively with others using the spoken word.
* Communication, Written - Ability to communicate in writing clearly and concisely.
* Detail Oriented - Ability to pay attention to the minute details of a project or task.
* Decision Making - Ability to make critical decisions while following company procedures.
* Interpersonal Relationships – Ability to develop a strong association among individuals that they are working with and communicate effectively with others, whether colleagues, customers or clients.
* Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
* Organized - Possessing the trait of being organized or following a systematic method of performing a task.
* Self-Development - Taking steps to better yourself, such as by learning new skills or improving current skills and recognizing and changing bad habits.
* Tactful - Ability to show consideration for and maintain good relations with others.
* Time Management - Ability to utilize the available time to organize and complete work within given deadlines.

**SKILLS & ABILITIES:**

**Education/Experience:**  Graduation from high school or possession of a GED is preferred. Experience working with juveniles preferred.

**Other Skills:** Must maintain flexibility in a fast-paced changing environment.

**PHYSICAL DEMANDS**

|  |  |
| --- | --- |
| **Physical Demands** | **Lift/Carry** |
| |  |  | | --- | --- | | Stand | O (Occasionally) | | Walk | F (Frequently) | | Sit | O (Occasionally) | | Handling / Fingering | F (Frequently) | | Reach Outward | F (Frequently) | | Reach Above Shoulder | O (Occasionally) | | Climb | O (Occasionally) | | Crawl | N (Not Applicable) | | Squat or Kneel | O (Occasionally) | | Bend | O (Occasionally) | | |  |  | | --- | --- | | 10 lbs or less | F (Frequently) | | 11-20 lbs | O (Occasionally) | | 21-50 lbs | O (Occasionally) | | 51-100 lbs | O (Occasionally) | | Over 100 lbs | O (Occasionally) | |
| **Push/Pull** |
| |  |  | | --- | --- | | 12 lbs or less | O (Occasionally) | | 13-25 lbs | O (Occasionally) | | 26-40 lbs | O (Occasionally) | | 41-100 lbs | O (Occasionally) | |

|  |  |
| --- | --- |
| **N (Not Applicable)** | Activity is not applicable to this occupation. |
| **O (Occasionally)** | Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day) |
| **F (Frequently)** | Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day) |
| **C (Constantly)** | Occupation requires this activity more than 66% of the time (5.5+ hrs/day) |

**Other Physical Requirements**

Vision (Near)

Sense of Sound (normal conversation and telephone)

It is an essential function of the job that staff be capable of participating in physical training activities and be able to physically perform Emergency Safety Interventions (ESIs) when necessary.

**WORK ENVIRONMENT**

The work environment is that which is typically found in a business office.

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.



**I have read & understand the contents of this job description as it relates to my job. I also verify, by signing this form, that I am physically able to perform all of the functions of my job. Your employment status will be contingent upon the results of a national criminal history record check to include fingerprints.**

Employee Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_