**Youth Counselor**

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

**Reports to:** Program Director/Group Leader **FLSA Status:** Non-Exempt

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

**Work Schedule:** AM shift is 7 am to 3 pm and PM shift is 3 pm to 11 pm, and as needed.

**POSITION SUMMARY:** The primary function of the Youth Counselor is to provide direct care supervision of the students.

**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. Supervise youth in activities in order to observe or effect changes in their social behavior.
2. Maintain the safety & security of the facility and grounds.
3. Stimulate interest and cooperation in individual and group activities and observe youth behavior in response to treatment efforts. One on one counseling when deemed appropriate and necessary.
4. Observe methods and techniques of Group Leaders during group therapy sessions and develop counseling skills under their supervision; participate in the treatment of the youth through observation, interaction, scoring, limit setting, and implementation of treatment plans; and assist in the development of a positive peer culture.
5. Escort youth to all activities and participate in their supervision and instruction. Provide basic instruction in work, recreation and housekeeping activities.
6. Maintain proper conduct and security of youth in work, recreation, and education; administer and record medication as ordered.
7. Prepare evaluations on assigned youth, report significant changes in social behavior and make recommendations.
8. Provide crisis intervention with juveniles when necessary.
9. Perform related work as assigned or required.
10. Communicate orally and in writing all appropriate reports and information, both within the unit and to relevant outside agencies.
11. Attend weekly team meeting.
12. Commit to the sanctuary model; non-violence, emotional intelligence, social learning, democracy, open communication, social responsibility, growth and change.
13. Abide by The Health Insurance Portability and Accountability Act of 1996 (42 USC & 201 et seq.)

**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.
* 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.
* 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:**  Graduation from high school or GED is preferred. Relevant life experience in the child welfare, mental health or juvenile justice systems as a consumer, mentor, or caregiver or other relevant experience.

**Experience:**

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resources Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_