



Residential Counselor: Job Description

I. POSITION SUMMARY

The Residential Counselor is responsible for assisting in the coordination of residential services and providing professional treatment and care to residents. The position provides quality youth care and close intensive supervision of female adolescent clients in a residential treatment setting. In addition, this position is responsible for providing a range of residential counseling and skills training services to clients and their families, tracking and reporting on resident's treatment progress and providing peer leadership.

II. EDUCATION AND EXPERIENCE REQUIREMENTS

A typical background for the person who can fulfill the duties of this position is as follows:

1. Bachelor's Degree in social work, psychology, counseling, or related fields, or a combination of at least two years college education and work experience providing mental health or social services.
2. Prior experience working with adolescents in a residential or mental health setting or social services.

III. REQUIRED KNOWLEDGE, SKILLS and ABILITIES

1. Values working in a multicultural/diverse environment
2. Communicates effectively both verbally and in writing with a broad variety of people, including other team members and management
3. Ability to work effectively with a team-oriented environment
4. Computer experience and adequate typing ability preferred
5. Ability to provide visual and auditory supervision of residents
6. Maintains appropriate professional boundaries and confidentiality
7. Demonstrates group leadership and organizational skills
8. Regularly attend scheduled shifts, be punctual for scheduled shifts and meetings and be in a condition suitable for assuming responsibilities of the position
9. Effectively monitor safety and demonstrate group management skills and effectively deescalate potentially chaotic or volatile situations
10. Exercises tact, discretion, and judgment in working with a variety of people
11. Stays calm and emotionally available in an environment serving emotionally disturbed youth
12. Openness to feedback and supervision

IV. OTHER REQUIREMENTS

1. Blood Borne Pathogens training is required within the first six months of employment
2. A Food Handlers Card is required within 30 days of employment
3. Provides emergency first-aid and maintains a current standard First Aid/CPR certification
4. Must pass a criminal history check
5. Requires driving an agency vehicle, a valid driver's license, personal auto liability insurance, and a driving record permitting coverage under agency auto liability policy



V. SUPERVISION RECEIVED

Works under the direct supervision of the Executive Director

VI. DUTIES AND RESPONSIBILITIES

1. Provides a nurturing environment and close, intensive supervision and security for female adolescent residents in the residential treatment program
 - i. Assures resident's basic needs are met including meals, exercise, hygiene and sleep
 - ii. Teaches healthy living skills and conducts recreational and social activities enhancing skill acquisition and fun
 - iii. Monitors activities and whereabouts of residents
 - iv. Maintains a physically safe environment
 - v. Administers medication in an accurate and timely manner
 - vi. Assures that residents' daily schedule is followed
 - vii. Assures attendance at medical, dental, counseling or other social service appointments including transportation as needed
 - viii. Serves as liaison to the local high school and assures educational needs are being met including IEP planning, as needed
2. Utilizes behavior management techniques appropriately with residents
 - i. Feedback is clear, specific, timely and respectful
 - ii. Effectively communicates behavior choices to residents, outlining the positive and negative consequences of their choices
 - iii. Communication is adjusted to meet the resident's development level and style of communication
 - iv. Uses time outs in accordance with agency's policies and procedures
3. Employs relationship and counseling skills effectively
 - i. Models healthy interactions and respectful communication with residents
 - ii. Forms caring therapeutic relationships that are warm, nurturing, empathetic and unconditional
 - iii. Relates to residents objectively and fairly, giving consideration to the resident's individual needs
 - iv. Works with residents to problem solve and identify solutions to problematic behaviors
 - v. Facilitates group counseling/skills training sessions assisting residents in skill development in specific target areas of their Master Service Plan
4. Works effectively within a team of co-workers
 - i. Maintains communication with staff members through the use of a Communication Log and shift-change meetings
 - ii. Reviews staff and incident logs in a consistent and timely manner
 - iii. Tracks team and clients information in staff logs and client notes, using professional language
 - iv. Participates and contributes to team meetings and case reviews in a constructive manner
 - v. Maintains communication with co-workers throughout shift and across shifts, keeping them apprised of therapeutic issues
 - vi. Consults with team and follows through with decisions. Remains aware of overall program climate and assists others when need arises
 - vii. Communicates constructively and appropriately problem solves differences
5. Completes all resident reports, plans and records in a timely manner in accordance with program procedures and funding contract standards
 - i. Write progress notes in accordance with contract standards for all individual and group skills training
 - ii. Write incident reports as needed



- iii. Documents all relevant contact with parents/resources, DHS, OYA and external agencies
 - iv. Completes daily shift communication and BRS documentation at the end of each shift
 - v. Facilitates implementation of Master Service Plans and conducts 90 day reviews
6. Meets regularly with Executive Director and actively participates in supervision
7. Performs other duties as assigned by the Executive Director

VII. WORKING CONDITIONS

- 1. Position involves working with residents who are severely traumatized, emotionally disturbed and potentially volatile
- 2. Potential exposure to communicable diseases including the common cold, flu, tuberculosis, and hepatitis
- 3. Position requires availability to work irregular hours, including evenings and weekends