

VISTA MARIA
Position Description

TITLE: YOUTH COUNSELOR (RESIDENTIAL)

DIRECTLY REPORTS TO: Supervisor

SUMMARY OF DUTIES: In accordance with the Agency's Mission Statement, Code of Ethics, policy and procedures, State of MI licensing, and COA standards, the **Youth Counselor** is responsible for providing direct supervision and treatment services to all residents as required to provide a safe, secure, healthy and therapeutic environment.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Plans and organizes work to meet all job requirements according to Agency and COA standards, licensing, and funding requirements.
- Works cooperatively and in collaboration with other Vista Maria staff and representatives of other agencies.
- Keeps supervisor informed on progress and performance goals as well as being a role model for the residents and staff.
- Regularly prepares for and participates in supervision/unit/team and all other agency meetings as required.
- Communicates observations and pertinent information to the Supervisor/Program Manager/Therapist as warranted.
- Implements and monitors continuous quality improvement methods including acting as an agent to executed positive and proactive change where appropriate.
- Attends and seeks out training to enhance professional development.
- Contributes to the team on a daily basis and encourages staff morale.
- Provides 100% of direct supervision and observation of the residents while on the floor, in school and activities as well as knowing the whereabouts of residents at all times.
- Displays awareness of residents behavior and utilizes the proper intervention and appropriate consequences.
- Transports residents to visits, appointments, privileged outings and/or court as assigned.
- Leads/co-facilitates group and recreational therapy to share suggestions and ideas with co-workers as well as participates with residents to encourage resident participation.
- Assures that safety, security and sanitation standards are maintained in all work areas.
- Completes daily routine and paperwork such as behavior sheets, observation notes, communication log, incident reports, as well as facilitating and/or participation in floor activities, etc.
- Responsible for completing all assigned accountabilities and casework which includes a minimum 30-60 minutes of individual counseling per week, case logs, reports and/or assessments, behavioral contracts, PPR (Permanency Planning Review) forms, progress calls, and all other assigned accountabilities on time and thoroughly.

- Participates in assisting residents in developing community relation skills (i.e. job hunting, outings, and community-based services – **PRIMARILY IN THE VISTA PROGRAM.**
- Provides backup services and assistance to other units/programs when needed.
- Completes all other related tasks as required or assigned by Supervisor and/or Program Manager.

SCHOOL DUTIES:

****Applicable only if assigned to work in Special Care Unit/Beata Hall due to school being within the unit.****

- Ensures that residents are prepared and on time.
- Monitors classroom/hallway professionally.
- Monitors and assists in transporting of residents to and from class/school.
- Communicates and assists teachers/co-workers professionally as needed.

QUALIFICATIONS:

Required:

- Bachelor's degree in the appropriate Human Services field from an accredited school **or** the equivalent in education and/or experience.
- Ability to successfully pass medical and physical stamina examination in accordance with licensing and/or contract requirements.
- Demonstrated proficiency in basic computer skills.
- Demonstrated ability to interact positively in a culturally diverse environment.
- Demonstrated effective verbal and written communication skills.
- Valid MI drivers license without relevant restrictions.

Preferred:

- Bachelor's degree in the appropriate Human Services Field and one (1) year or more experience in a residential child care facility or organization.
- Demonstrated basic understanding of behavior modification and therapeutic settings.
- Demonstrated basic understanding of social service/social work as a professional practice in general.

Physical Requirements:

- Ability to actively participate in the physical management of a resident when needed per Non-Violent Crisis Intervention techniques.
- Ability to be flexible with the working conditions (indoor or outdoor weather conditions).
- Ability to provide backup support when needed.

ADA - American Disability Act Code:

See attached (Position Description – Part II)

FLSA – Fair Labor Standards Act Code:

Non-exempt

APPROVED BY: _____
 Manager/Director Date

 ELT Member Date

 Human Resource Director Date

 Executive Director Date

Revised 10/99