

## POSITION DESCRIPTION

<b>Functional Position Title:</b>	Youth Counselor
<b>Managers Title:</b>	Residential Supervisor
<b>Direct Reports' Titles:</b>	None
<b>FLSA Status:</b>	Non-Exempt

## SCOPE AND PURPOSE OF POSITION

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 providing a safe, secure, healthy and therapeutic environment.

## TASKS OF THE POSITION

- 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 resident's 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 safety, security and sanitation standards are maintained in all work areas.
- Completes daily routine and paperwork such as behavior sheets, observation notes, communicationlog, 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.

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- Participates in assisting residents in developing community relation skills (i.e. job hunting, outings, and community-based services).
- 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.

## KNOWLEDGE/SKILLS/ABILITIES

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## SUPERVISORY RESPONSIBILITY

- None

## QUALIFICATIONS (EDUCATION / TRAINING)

- 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 driver's license without relevant restrictions.

Approved by:

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Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
ELT Member

\_\_\_\_\_  
Date

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### Acknowledgment and receipt:

I acknowledge that I have read this job description and fully understand the requirements listed. I understand that it is my responsibility to adhere to the expectations listed above. I also understand that my job responsibilities may change on a temporary or regular basis according to the needs of my department without it being specifically included in the job description.

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Employee signature

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Date

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Employee name (please print)