

## **JOB DESCRIPTION**

**Job Title:** YOUTH COUNSELOR  
**Department/Status:** Direct Care/Non-exempt, Full-time or Part-time  
**Supervisor:** Director of Residential Services

### **JOB SUMMARY**

This may be a full-time or part-time position. Responsibilities involve developing and maintaining a positive therapeutic atmosphere in which residents can demonstrate increasingly healthy function and growth. The Youth Counselor interacts with the residents in their daily activities for the purpose of using youth's behavioral expressions to explore healthy options and support positive actions. The Youth Counselor is expected to perform and will be evaluated by the following standards in his/her work with staff and residents: works from identification of strengths, not deficits; maintains focus on solutions, maintains respectful attitude towards residents and team members, keeps appropriate staff/resident boundaries, prompt follow-through on tasks, willing to assist team members in obtaining essential tools for the completion of their duties. If full-time, this position comes with the Florence Crittenton Services benefit package, which includes insurance and annual and sick leave.

### **ESSENTIAL FUNCTIONS**

#### **Planning and Organizing Activities:**

- Participates in daily activities of residents by personally interacting with them to provide leadership, teaching, role modeling, correction, boundary setting, life skills, communication and interpersonal relationship skills.
- Record headcounts, perform scheduled and unscheduled bed checks, body checks and complete UAs.
- Complete behavior logs and record points for each resident.
- Supervise and lead residents in building chores to ensure unit is clean.
- After inspecting unit(s), lock all cleaning supplies and check locked cabinets for security, and record on checklist.
- Count sharps and lock up.
- Supervise residents during mealtimes, assist with counting sharps and assure chores are completed in kitchen.
- Supervise snack times.
- Make sure residents observe all appointments, therapies, meetings, study hall, community service and other scheduled activities.
- When necessary and on weekends, prepare meals according to the meal plan and/or recipe and serve. Follow agency format for cleaning kitchen and dining room.
- Apply all Florence Crittenton policies, procedures and protocols.

#### **Supervision and Training Activities:**

- Meets once monthly for group supervision.
- Receives verbal feedback from supervisor and participates in an annual written performance evaluation that may lead to a merit increase annually
- Participates in at least 40 required hours per year of In-service Training or as assigned.

**Administrative Activities:**

- Works a scheduled week as assigned
- Completes all ongoing chart records by completing daily chart progress notes and follow up on incomplete chart records listed in the shift change report.
- Responds to incoming calls on the telephone and take appropriate action as necessary.
- Completes Critical Incident Reports for situations specified on the instructions for using the report. This involves notifying the Staff Manager and/or the On-Call Clinician when issues arise concerning: health and safety of residents, criminal activity, and damage to the Florence Crittenton facilities or potential ethical violations.
- Makes every effort to work shifts assigned. In the event of a necessary call-in, notify the appropriate staff at least 4 hours before the shift begins.

**QUALIFICATIONS****Education and Experience:**

- High School Diploma or GED required.
- Must have some college or experience in a similar work setting.

**Knowledge, Skills and Abilities:**

- Knowledge of positive parenting techniques, including effective discipline as it relates to female children aged thirteen to eighteen.
- Knowledge of child adolescent growth and development.
- Knowledge of the effects of emotional, social, economic and cultural influences on children.
- Knowledge of effective communication skills, techniques, and of Standard English language.
- Some knowledge of medication administration may be useful.
- Must have a high degree of human relations skills
- Ability to establish and maintain productive work relationships with residents and other employees.
- Ability to instruct through demonstration and role modeling.
- Ability to communicate effectively.
- Ability to understand, interpret and apply all Florence Crittenton policies, procedures and protocols.
- Ability to make basic decisions, maintains self-control in stressful situations, and takes appropriate actions.
- Ability to operate a computer including word processing, spread sheets and e-mail.
- Ability to maintain confidentiality.

**Physical Requirements:**

- Regularly required to see, hear, and/or talk.
  - See well enough to read reports, monitor youth, drive a vehicle, and observe discreet behaviors.
  - Hear well enough to converse on the telephone and hear comments mumbled under breath.
  - Speak well enough to teach skills, give feedback, discuss strategies and converse on telephone.
- Frequently required to walk, stand, and sit for extended periods of time.
  - Body movement or mobility to track behaviors of youth moving around the building.

- Ability to walk up the stairs (where necessary) throughout the 8 hour shift, and get into and out of a vehicle.
- Stamina to work on your feet, as needed, for 8 hour shifts.
- Remain awake and alert throughout the work shift.
- Frequently required to lift and move up to 10 lbs.
- Occasionally required to lift and move up to 25 lbs and 50 lbs with assistance.
  - Such as: suitcases, groceries
- Ability to push/pull up to 200 lbs during a physical restraint.
  - Required to physically assist in the verbal and physical restraint of clients up to 200 lbs who need external controls.
- Bend, stoop, and/or reach as needed.
- Satisfactory level of dexterity to complete various tasks including, but not limited to, operating a computer keyboard, cooking or driving. Ability to read computer screen and mail.

**Environmental Conditions:**

- Worker is subject to outside environmental conditions occasionally; inside conditions frequently, usually with protection from weather conditions but not necessarily from temperature changes.
- The work includes constant interruptions, inappropriate behaviors, and the potential for verbal and physical threats from youth.

**Travel Requirements:**

- Type – conferences, seminars, meetings, trainings or off-site activities with residents.
- Qualifications – valid Driver’s License with an acceptable driving record.

**Additional Duties:**

Additional duties and responsibilities may be added to this job description at any time. This job description does not state or imply that these are the only activities to be performed by the employee(s) occupying this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

**Florence Crittenton Services of Topeka, Inc. is an employer-at-will.**

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Prepared/Revised by:  
Date: