

## **CHAPLIN YOUTH CENTER POSITION DESCRIPTION**

**TITLE:** Residential Counselor

**CLASSIFICATION:** Part-time Regular

### **GENERAL DEFINITION OF WORK:**

The Residential Counselor performs essential work in the supervision and direction of all youth referred to the Chaplin Youth Center, and is directly accountable and responsible to the shift supervisor, Senior Residential Counselor, Residential Case Manager, and/or Residential Services Director, as necessary, to ensure full compliance with agency policies and expectations contained within the standards and expectations of the Residential Services Division and its respective licensure requirements. The Residential Counselor is considered direct care staff and is also considered an essential position.

The Residential Counselor is directly responsible for the implementation of internal services, programs, and operational activities for residents during scheduled shift work. The Residential Counselor performs professional care and advisory activities with youth while maintaining a safe and secure environment at all times.

### **RESPONSIBILITIES:**

1. Provide ongoing supervision and oversight for residential placements.
  - Monitors, updates, and reports on internal progress toward the resident service plan;
  - Documents all case activity into agency database, DJJ database(s), and/or other data tracking systems as necessary;
  - Prepares accurate, informative, and objective notes of daily activity and coordinates with fellow staff on treatment observations and information;
  - In cooperation with other direct care staff on duty, and/or administrative staff, coordinates the scheduling of and plans or assists with transportation of residents to appointments or engagements, to include medical, dental, court, school, counseling, community service, job, etc.;
  - Ensures accurate and complete information is conveyed to fellow staff during shift change or debriefing; and;
  - Monitors and dispenses medications for residents in accordance with state and federal guidelines, and documents all activity related to such medicines.
2. Implement direct services to residents and their families.
  - Provides direct supervision of residents during internal and external programmatic offerings;
  - Performs thirty (30) minute safety and security checks for all youth in their bedrooms during all overnight shifts, as assigned, and during any shift or time when youth may be in their rooms during waking hours;
  - Contributes to the culture of a positive and healthy environment for all residents;
  - Provides for and ensure the physical and emotional safety of residents throughout all programmatic offerings;

- Ensures that all resident interaction is in accordance with Resident Rights and the agency Code of Ethics;
  - Provides therapeutic structure while supervising residents during completion of the morning routine, daily tasks, quiet study time, meals, chores, group activities, and bedtime routine;
  - Leads or co-leads group activities and/or educational sessions as instructed by administrative staff according to the activity calendar; and
  - Utilizes the Family Engagement Model to improve relationships between residents and their families.
3. Implements crisis intervention strategies as needed.
- Actively engages with residents who may be exhibiting escalated anxiety, defensiveness, or crisis behaviors per agency standards and training;
  - Informally counsel residents to de-escalate heightened emotional responses or displays of negative behavior;
  - Follows all crisis protocols per training and agency standards for any youth exhibiting suicidal ideation or self-harming behaviors;
  - Consults with administrative staff on any crisis response; and
  - Ensures that all incidents are documented and reported properly.
4. In conjunction with other direct care staff and administrative staff on duty, assists with the shift operations of the Center and the agency.
- Works with administrative staff to orient and train new direct care staff to the implementation of agency standards and guidelines, position responsibilities, and programmatic expectations;
  - Assists in the planning, coordination, and implementation of all agency activities, to include the shift schedule and recreational, educational, or other outings and activities;
  - Attends and actively participates in all staff meetings, agency trainings, resident meetings, or other meetings as required or recommended by supervisory and/or administrative staff;
  - Ensures compliance with all Dept. of Juvenile Justice standards and regulations for Residential Care Facilities;
  - Oversees the management of the house per shift guidelines, and assists other direct care staff and residents in the upkeep and maintenance of the house;
  - Prepares and serves meals for residents in the absence of Food Services staff;
  - Provides on-call coverage, as necessary; and
  - Maintains and participates in all required trainings, certifications, and annual updates as required by agency and/or licensure guidelines.
5. Completes other duties as assigned by the shift supervisor, or Senior Residential Counselor, Residential Case Manager, and/or Residential Services Director.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Position requires basic knowledge of residential programs and program offerings, and knowledge and understanding of standards and guidelines for residential facilities.

Position requires written and oral communication skills. Position also requires the ability to communicate meaningfully and persuasively with youth and adults from a variety of different backgrounds, and to present information to groups both large and small.

Position requires critical thinking and problem-solving skills, flexibility, and attention to detail; ability to constructively and assertively provide direction and criticism; and to exercise tact with clients, families,

Position requires a valid driver's license, the ability to drive a 15-passenger van, and a personal vehicle for additional work-related travel. Position requires weekend, evening, and overnight work as may be assigned by supervisory staff. Position requires flexibility in scheduling as shifts are not guaranteed and may change with limited notice. Position requires the ability to be awake and alert for a maximum of sixteen (16) hours per shift and may include overnight responsibilities. Position also requires CPR/First Aid Certification, a criminal background check and Child Protective Services records check; DMV record check; and successful completion of training and annual recertification in Crisis Prevention/Physical Intervention, Blood Borne Pathogens, and Medication Administration, and other trainings as may be necessary.

**EDUCATION AND EXPERIENCE**

Bachelor's degree in Criminal Justice, Social Work, Psychology or a related human services field from an accredited college or university, an Associate's degree with 2 or more years of experience working with at-risk youth, providing direct care services within a community or residential environment, or an equivalent combination of education, training, and experience.

**SIGNATURE AND ACKNOWLEDGEMENT**

*I have received a copy of this position description and agree to the requirements of this position.*

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_