



Youth Counselor Job Description

Summary: To ensure that the daily needs of all residents are met including, but not limited to, physical, emotional and self care, through facilitating healthy relationships, supervision and mentoring.

Primary Duties & Responsibilities:

- Supervise residents in their daily expectations while holding them accountable to appropriate behaviors.
- Assist residents in following the daily schedule as directed by the Supervisor or Program Director.
- Engage residents by facilitating or assisting with activities/chores and being actively involved alongside the residents during those activities/chores.

Additional Duties & Responsibilities:

- Staff are required to attend all mandatory training and meetings
- Monitor all residents' activity to ensure compliance with HGR policies and procedures regarding health and safety.
- Responsible for monitoring residents for illness and injury and following proper procedures in caring for and reporting these to the nurse or supervisor.
- May also be responsible for transporting residents to and from medical appointments or activities.
- Responsible for being knowledgeable about each resident's Individual Treatment Plan and goals, and for documenting all progress on goals and expectations in a timely and accurate manner. This includes completing all required documentation such as logging, grading and special incidents.
- Responsible for ensuring the house is maintained in a neat, clean and safe fashion and will do his/her part in maintaining the home and ensuring that the residents do their part in keeping the home and grounds in a neat, clean and safe manner.
- Responsible for maintaining appropriate boundaries and balanced relationships with all residents and staff at HGR.
- Staff is responsible for maintaining a functional positive relationship with parents, schools, employers and social service agencies.

- If designated, staff is responsible to meet the dietary needs of the residents, by ensuring that they have well balanced, nutritious, well prepared meals that meet the individual's dietary restrictions and needs. Staff is responsible to follow the pre-prepared menu.
- Staff are expected to accurately log their hours of work (if applicable).
- Staff are expected to be on time and to work their entire shift. Staff are to monitor their overtime and only work overtime that has been approved by their supervisor.
- Other responsibilities assigned.

Qualifications:

- A High School Diploma or GED is required. Some college or pursuit of higher education preferred.
- Driver's License and ability to transport residents in an HGR vehicle.
- Ability to communicate with, instruct, guide and counsel individuals who are considered at-risk and challenging.
- Experience with at-risk teenagers is preferred, but not required.
- Ability to manage an assaultive or physically aggressive resident (will receive training) if the need arises and the ability to be certified and maintain certification in CPR and First Aid.
- Knowledge of word processing programs and basic Microsoft Office programs.
- Desire and ability to set personal goals to improve on one's self, including a priority for self-care.