



## **STRIDES YOUTH COUNSELOR JOB DESCRIPTION**

Heartland Girls Ranch is located in Benson, MN approximately 150 miles from the Twin Cities and 30 miles west of Willmar, MN. Founded in 1992, HGR is licensed by the MN Department of Corrections to work with girls ages 12-21 years of age and on average, serves 40-50 girls each year. HGR is a residential group home that provides housing, supportive services, mental health support, equine therapy and a dedicated school for the girls in our program. Girls referred to HGR are considered at-risk or have been victims of sex trafficking, sexual /physical/verbal abuse and/or are dealing with a variety of emotional, behavioral and mental health issues. HGR has capacity of 24 beds in the main facility and 5 beds in the Strides Transitional Housing program for HGR residents who are still in need of a supportive housing upon their graduation from the main program.

**Our Motto:** *“Healing Youth, Building Lives through Success”* signifies our commitment to providing a safe place for girls to experience success.

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**Position Title:** Strides- Youth Counselor

**Position Type:** Part Time

**Reports to:** Strides Supervisor, Administrator

**Hours:** Every other weekend with the option of picking up additional shifts as available.

**Compensation:** \$9.75/hr.

**Other Contacts:** Family Members, Guardians, Social Workers, Probation Officers, Therapists, School Personnel, Community Resources

**Summary:** The Strides Youth Counselor’s primary purpose is to facilitate and assist all Strides program girls with learning skills to live and function independantly in a community setting, in a healthy and successful manner. Strides Youth Counselors also function as a household manager by teaching the residents to work cooperatively in managing all aspects of running a household. Strides Youth Counselors will monitor all resident activities to insure compliance with HGR- Strides policies and procedures regarding health and safety.

**Philosophy:** All staff are responsible for knowing and carrying out the philosophy and purpose of the Heartland Girls' Ranch as determined by the Board of Directors. This includes developing a functional strength-based relationship with residents and helping to foster an environment that encourages high quality experiential learning that encourages and nurtures girls, providing opportunities to gain self-esteem through experiencing success and facing consequences for their own individual choices

### **Primary Duties & Responsibilities:**

- Supervise residents in their daily expectations while holding them accountable to appropriate behaviors.
- Assist residents in following the daily schedule.
- Engage residents by facilitating or assisting with activities/chores and being actively involved along side of the residents during those activities/chores.
- Responsible to complete tasks, paperwork and documentation as assigned including but not limited to: resident checks, documenting behavior and progress , packing medications, resident clothing inventories.
- Staff are to provide residents with an environment that encourages learning through individual choices and their consequences. Staff are to provide as many opportunities as possible to provide residents the opportunity to gain self-esteem through experiencing success. Staff are responsible for building and maintaining functional, healthy relationships with residents while maintaining a therapeutic, safe, and comfortable environment in which the residents live. Staff are expected to maintain
- Responsible for developing and maintaining functional, positive relationships with other service providers, family members, guardians, probation officers and social workers. Responsible for implementing effective communication to better meet the needs of the resident with all individuals actively involved in the resident's life.

### **Additional Duties & Responsibilities:**

- **Staff is required to attend bi-weekly staff 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.
- Responsible for being knowledgeable about each residents' 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 daily behavior and progress documentation and special incidents reporting.
- 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 turn accurately log their hours of work.

- 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 the Executive Director.
- Other responsibilities as assigned.

**Additional Requirements (HGR will train as appropriate):**

- Responsible for attending in-service, workshops and continuing education to complete 24 hours yearly, being CPR and First Aid certified and participate in restraint and medication training as required.
- Driver's License and ability to transport residents in an HGR vehicle.
- Staff is responsible for ensuring that the confidentiality of all residents, guardians and family members are respected and kept.
- Responsible for being knowledgeable of the Minnesota Department of Corrections licensing rules and to meet the requirements for the program and for expectations of programming (will train).
- Responsible for knowing, following and ensuring implementation of all regulations under which Heartland Ranch are governed. Specifically the Maltreatment of Minors Act, Physical Restraint and Children's Residential Facilities Chapter 2960 (will train).
- Responsible for ensuring that the resident's rights to confidentiality are protected as determined by the Minnesota Data Practices Act (will train).
- All employees of Heartland Ranch are mandated reporters. Staff will follow all procedures for mandated reporting in a professional, timely, and accurate way. Staff are expected to have a sound knowledge of what is required by being a mandated reporter and will adhere to these requirements (will train).
- Staff are expected to act professionally at the Ranch and in the community and to present themselves in a neat, clean and well-maintained manner.

**Qualifications:**

- A High School Diploma or GED is required.
- 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 if the need arises and the ability to be certified and maintain certification in CPR and First Aid.
- Knowledge of basic word processing programs.
- Desire and ability to set personal goals to improve on one's self, including a priority for self-care.

**To apply:** To receive an information packet and application, please email our Director of Human Resources, Crystal Erickson, at [crystal@heartlandgirlsranh.org](mailto:crystal@heartlandgirlsranh.org) **OPEN UNTIL FILLED .**

\*Please visit our website for additional information on our programs [www.heartlandgirlsranh.org](http://www.heartlandgirlsranh.org)