

POSITION DESCRIPTION

POSITION TITLE: RELIEF COUNSELOR

REPORTS TO: Program Manager

PRIMARY RESPONSIBILITY: Provide guidance, information and services – within the agency’ mission and goals – to homeless and runaway youth and young adults in a shelter and/or transitional or supportive housing program(s)

SUPERVISES: 0

EXEMPT STATUS: Non Exempt

UNION STATUS: Union

ESSENTIAL JOB FUNCTIONS:

- Set and contribute to a safe, dignified, orderly atmosphere by enforcing program rules, policies, and procedures.
- Conduct regular rounds of facility (including bed checks and locker checks,) and interact with clients to share information, provide supplies, and facilitate interventions.
- Ensure safety of clients by controlling access to facilities and helping to ensure adequate health and safety standards are maintained throughout the facility.
- Perform minor janitorial and maintenance duties while reporting major facility issues.
- Respond to emergencies appropriately, including contacting appropriate staff, and interacting and cooperating with police, fire, and medical personnel as needed.

OTHER DUTIES AND RESPONSIBILITIES:

- Model appropriate personal interaction and life skills at all times
- Ensure that client chores are done
- Must be available for evening, overnight and weekend shifts.
- Responsible for supporting program services within the milieu. For example, crisis intervention or helping to maintain the safety of the program.
- Responsible for contributing towards the care and welfare of staff and to the clients we serve.
- Other duties as assigned.

PHYSICAL & LANGUAGE REQUIREMENTS:

- Proficient in Microsoft Office (Word, Excel and Outlook).
- Ability to multi-task and efficiently manage priority action items.
- Ability to notice symptoms of use and abuse, recover and treatment philosophies.
- Working knowledge of issues facing homeless youth who are actively using substances.
- Must be a self-starter with excellent follow-through skills.
- Requires ability to lift, transfer, push/pull, maneuver, and reposition 25 lbs.
- Ability to reach, bend and walk.
- Finger manipulation.
- Ability to comprehend complex materials.
- Ability to speak and write English clearly and accurately.

EDUCATION:

- BA Degree preferred or three years of social service experience required – or equivalent experience in a residential program.

BACKGROUND & EXPERIENCE:

- One year previous experience working with homeless and runaway youth in the arena of substance use, newly housed or mental health required.
- Ability to work with and relate to diverse high-risk youth living on the streets.
- Ability to work in a multi-cultural environment of diverse staff, clients and volunteers.
- Weekends and overnight shifts may be required.
- Bilingual in English/Spanish preferred.

COMPENSATION:

- Employee Assistance Program
- Health Advocate Service
- 403(b) retirement plan

Larkin Street reserves the right to revise job descriptions or work hours as required.

I agree to all the foregoing duties, terms and conditions as stated herein by my signature below:

Print Name: _____

Signature: _____ Date: _____

Larkin Street is an Equal Opportunity Employer