

Casa de Amparo Policy Residential Services Residential Counselor Job Description

Department: Administration
Creation Date: 7/12/07
QA Approval: 6/3/19

Section: Job Descriptions & Orientation Checklists
Revision Dates: 2/2/15; 7/1/15; 2/24/16; 9/14/16;
9/13/17; 5/31/19

POSITION TITLE: Residential Counselor

SITE: Residential Services

REPORTS TO: Supervisors/Program Managers

HIRE DATE: Ongoing

PAY RATE: \$22.50/hr. + \$0.50/hr. shift differential

How/Where to Apply: [Apply on Paycom](#), [Apply on our website](#), Apply on [ZipRecruiter](#)

GENERAL FUNCTION: Provides for the protection, physical safety and well-being of children ages 12-17 years, including nonminor dependents and their children in a residential treatment setting. Carries out group and/or individual planned activities according to a daily schedule. May serve as facility manager based on qualifications.

QUALIFICATIONS:

- Must be able to be associated with Casa de Amparo through Community Care Licensing (CCL), which typically includes clearance by FBI, DOJ and CACI.
- Education and/or experience requirements:
 - Have a Bachelor's Degree (in human science field preferred) OR
 - Have a valid Child Development Teaching Permit OR
 - Have completed 12 semester units of Early Childhood Education, Adolescent Development or Foster and Kinship Care Education and have at least 100 hours of experience working with youth OR
 - Have a valid certificate as an Alcohol Counselor, Drug Counselor or Alcohol and Drug Counselor and have at least 100 hours of experience working with youth OR
 - Have a valid vocational training certificate, credential or documentation demonstrating that the individual is a trade journeyman who instructs children in vocational skills and have at least 100 hours of experience working with youth as a mentor, athletic coach, teacher, vocational coach, tutor, counselor or other relevant experience as determined by the department OR
 - Have previously been employed as a full time staff or served as a volunteer at a group home, STRTP or substance abuse treatment program for at least one year OR
 - Have relevant life experience in the child welfare, mental health or juvenile justice systems as a consumer, mentor or caregiver or other relevant experience as determined by the department.
- Knowledge of developmental needs of children ages 0-18 years throughout the developmental stages preferred.
- Must possess maturity, good judgment and the ability to be a positive role model for children.

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- Must be a professional with the ability to effectively set limits and function in crisis and high stress situations. Must be able to work as part of a team and be able to work shifts up to 10 hours in length. Must have ambulatory, auditory and visual skills to observe and physically intervene with residents when required.
- English proficient/Bilingual and bicultural preferred.
- Must have the physical ability to participate in activities and perform related physical skills, including, but not limited to, crouching, lifting 50 pounds, crawling on hands and knees, and walking up and down stairs.
- Ability to comply with all employment requirements including, but not limited to CPR/Pediatric 1st Aid, physical, TB and drug screen clearance, clear DMV record and approval from insurance carrier to drive agency vehicles. Must provide proof of immunization against influenza, pertussis, and measles.
- Must be at least 21 years of age.

MAJOR TASKS:

1. Assist in assuring the safety of residents and their children in Residential Services.
2. Carry out daily activities of residents per the daily schedule; i.e. chores, passes, school attendance, meals, recreation, medical appointments, visits, and court appointments.
3. Assist residents in self-administration of their medication and document accurately in accordance with the Residential Services Health Care and Medication Training plan.
4. Provide crisis intervention as necessary.
5. Provide care that is knowledgeable and respectful of differing cultures and the norms that exist within various cultures.
6. Be knowledgeable of resident's clinical treatment plans and collaborate with clinical staff to provide services consistent with plans.
7. Attend all required staff meetings and in-service trainings.
8. Ability to sign up for on call shifts regularly as required by the program to ensure that staff to client ratios are maintained at all times.
9. Record daily progress notes for each resident and provide to Quality Assurance Specialist for filing.
10. Assure that clients have adequate clothing per the clothing inventory standards. Complete a supply request for needs which cannot be met through existing supplies.
11. Submit maintenance requests via intranet for completion by Facilities Team.
12. Report all janitorial and hygiene needs to Residential Services Supervisor.
13. Transport residents to appointments using agency and/or personal vehicle.
14. Perform other administrative tasks as assigned.

EFFECT ON END RESULT: This position assists in providing trauma-informed care in a culturally respectful manner to residents and their child/ren in Residential Services.