

THE CHILDREN'S HOME

Position: Resident Counselor

Responsible To: Residential Treatment Supervisor

Position Purpose: Under the direction and supervision of the Residential Treatment Supervisor and according to the treatment plans outlined by the team, provide a therapeutic group experience for children and families receiving residential services at The Children's Home.

Status: Non-exempt

Qualifications:

1. Bachelor degree in a human services or related field from an accredited college or university or High School diploma with experience.
2. Demonstrated ability to use sound discretion and independent judgment developing and implementing decisions.
3. Demonstrated ability to operate well in crisis situations.
4. Demonstrated knowledge of cultural issues that can effect treatment.
5. Demonstrated ability to work well with others; flexible (including work days and schedule.)
6. Effective written and verbal communication skills.
7. Has a valid North Carolina driver's license.
8. Physical adeptness to perform all job duties, including the use of physical restraints.
9. Agrees with and adheres to the General Principles and Qualifications, Section # 401, in the Personnel Policies of The Children's Home.

Job Responsibilities:

TECHNICAL KNOWLEDGE

1. Develop thorough understanding of systems and strength-based thinking; models behaviors that reflect that thinking, including the importance of family-centered practice.
2. Demonstrate a basic knowledge of the developmental needs of children.
3. Demonstrate the importance of consistency by assuring that daily resident schedule is maintained.
4. Attend to maintenance and housekeeping tasks, e.g.: menu plans, requisitions, daily sheets, inventory, laundry, garbage disposal, cleaning cottage and grounds, office, vehicles, etc.
5. Develop and implement a plan that models and teaches the value of taking care of property.
6. Serve as an "on-call" resource for the agency, including providing coverage for education, recreation and other teams.
7. Take opportunities to get involved in program development through membership on committees, workgroups, or short term special initiatives.
8. Appropriately administer medications.
9. Develop & implement a plan for Professional Development.

CULTURAL AWARENESS

10. Ensure the provision of culturally sensitive services by demonstrating knowledge of cultural issues that affect the populations being served.

ANALYTICAL SKILLS

11. Identify effective ways to work with specific individuals, families and groups.
12. Actively problem solve and get help regarding systems issues that affect the client.
13. Use information from the bio-psycho-social to provide services that are based on the client/family strengths, preferences and needs.

DECISION-MAKING SKILLS

14. Use sound judgment in developing and implementing decisions; always making decisions in collaboration with client/families & other professionals.
15. Take direction from supervisors as well as work independently.
16. Make sound decisions in crisis situations.
17. Exercise good judgment related to work performance and ethics.
18. Provide age appropriate structure & respectful responses to clients/families under stress, resolving conflicts in a non-violent manner.

INTERPERSONAL SKILLS

19. Function as a member of a clinical team cooperating with others to obtain common programmatic goals.
20. Establish rapport with clients/families/others.
21. Develop meaningful therapeutic relationships with children and their families.
22. Make genuine effort at establishing good working relationships with co-workers and maintain positive, problem-solving attitude.
23. Serve as a liaison to one or more of the various support services offered to children and families at The Children's Home, e.g. spiritual life, education, recreation, medical, aftercare, etc.

COMMUNICATION SKILLS

24. Demonstrate effective written and verbal communication skills.
25. Demonstrate active listening and communicating support to client/families
26. Use communication that is age appropriate and culturally relevant.

DOCUMENTATION SKILLS

27. Provide accurate and clear documentation of services provided, interventions used and client progress, insuring they adhere to licensing and accreditation standards.
28. Submit documentation in a timely fashion.

CLINICAL SKILLS

29. Establish a therapeutic group atmosphere using appropriate modeling and leadership skills.
30. Assess and address children's and families' spiritual, emotional, educational, cultural, recreational and physical needs at each stage of involvement.
31. Create & participate in providing opportunities for clients to work on their goals through therapeutic

experiential activities.

32. Provide consistent supervision to all children in care; plan for and monitor children's activities, chores, schoolwork, and health needs; attend religious services scheduled while on duty.
33. Attend team meetings, staffings, assessments, family meetings, and school-related conferences.
34. Assist in providing clinical services through family, individual, and group counseling as well as case management services.
35. Work in coordination with the Residential Treatment Supervisor and other clinical staff to create a positive, growth-enhancing environment that allows and promotes the development of healthy traits for the clients and their families.

QUALITY IMPROVEMENT

36. Ensure the provision of quality services through participation in The Children's Home's Continuous Quality Improvement (CQI) process.
37. Ensures compliance with all applicable standards of practice.
38. Actively promote the mission, values and purpose of The Children's Home. Demonstrate adherence to all applicable ethical standards.

The above list is not all-inclusive. Other responsibilities may become necessary in the course of working routines and therefore be required.

I have received and read this job description. I understand these responsibilities and am ready to fulfill them to the best of my abilities.

Employee Signature

Date

Authorized by:

Supervisor Signature

Date

The Children's Home
Resident Counselor
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