



ST. CHRISTOPHER'S, INC.

Job Description

Date Issued: 1/04/2002

Date Revised: 9/28/2020

Job Title: Youth Care Counselor

Job Code: 315/316/317

Department: Residential Services

Location: Dobbs Ferry; Valhalla

FLSA Status: Non-Exempt

I. Job Summary

Under the direct supervision of a Shift Supervisor, the Youth Care Counselor is responsible for providing direct care to youth aged 12-20 in a Residential Treatment Center Cottage on an assigned shift. The Youth Care Counselor is responsible for the safety, security and well-being of the residents in his/her care at all times, and for the implementation of Agency policies and procedures pertaining to direct care.

II. Specific Functions

- A. Supervises everyday life activities of assigned residents throughout the day and evening and ensures safe and secure conditions in the Cottage or Group Home throughout the night by conducting periodic room checks.
- B. Participates in daily living routines, including the maintenance of clean and attractive living conditions, preparation for and serving of meals, and recreational activities such as sports and games.
- C. Interprets the Agency's policies and requirements for residents to ensure understanding and acceptance.
- D. Guides residents in establishing and maintaining healthful and socially desirable habits regarding personal hygiene, grooming, diet and mealtime behavior, leisure time activities, and interactions with peers and adults.
- E. Provides a strong sense of security and well-being for each resident by assuring protection from physical or emotional abuse.
- F. Assists residents in their education by helping them with homework and conveying a positive attitude toward learning.

Youth Care Counselor (continued)

- G. Accompanies residents on educational, shopping and recreational trips to ensure their safety and security, monitor their activities, and ensure that they remain within program.
- H. Escorts residents to medical and dental appointments as required.
- I. Actively participates in employee surveys, focus groups and staff meetings; attends staff meetings and makes suggestions for improvement to his/her supervisor. Attends in-service training to enhance knowledge, skills and abilities.
- J. Consults, shares information, and participates with members of other disciplines in planning and evaluation conferences on residents in their group.
- K. Participates in therapeutic restraints and performs other related direct care duties as required.

III. Job Requirements

- A. Knowledge:
 - Knowledge and understanding of Agency and Program policies and procedures affecting the daily operation of the Cottage.
 - Familiarity with emergency procedures and notification requirements.
 - Familiarity with the physical layout of the Cottage, including the location of first aid and spill kits.
 - Knowledge of the correct procedures to be used in cleaning up and disposing of hazardous waste materials.
- B. Physical Skills and Abilities:
 - Ability to complete Therapeutic Crisis Intervention training and participate in therapeutic restraints of residents as required.
 - Ability to quickly access all areas of the Cottage and other Residential Treatment Center buildings, including climbing stairs.
 - Ability to accompany residents on field trips as required.
- C. Working Conditions: Cottage environment. Exposure to residents with emotional and behavioral problems who may require therapeutic restraint.
- D. Mental Skills and Abilities:
 - Ability to enforce disciplinary rules, Agency policies and standards of behavior among residents while maintaining effective personal relationships.
 - Ability to cooperate with other Cottage staff, Substance Abuse Counselors, Food Service Workers and Infirmary Nurses as part of the overall direct care team.
 - Ability to accurately and thoroughly complete all required reports and records, including logs and incident reports.

Youth Care Counselor (continued)

- E. Education: A high school diploma or GED is required. An Associate's Degree or two years of college in a related field is desirable.
- F. Experience: A minimum of one year of experience involving the direct care of children or adolescents is highly desirable.
- G. Licenses/Certifications: Valid Driver's License; must be able to obtain and maintain Therapeutic Crisis Intervention Certification.

**TO APPLY FOR THIS POSITION, PLEASE SEND YOUR RESUME TO HR@sc1881.org.
THANK YOU FOR YOUR INTEREST IN ST. CHRISTOPHER'S.**

8/9/22