

**YOUTH DYNAMICS, INC.**  
**JOB DESCRIPTION**

<b>Job Title:</b> Counselor (Group Home Staff)	<b>FLSA Status:</b> Non-exempt
<b>Supervisor:</b> Program Manager or Home Manager	
<p><b>General Information:</b> Counselors work directly with youth in the program. Counselors provide supervised therapeutic services to youth with behavioral and emotional difficulties for the purpose of meeting the goals of each youth's Treatment Plan. Supervision is exercised over several youth on an assigned shift. Because an employee in this position is located in a work environment associated with unstable youth, the work may involve an element of personal danger.</p>	
<b>Minimum Qualifications</b>	Bachelor's degree from an approved accredited University/College preferred with a training focus on social work, psychology, education, guidance, human services or a similar discipline compatible with Youth Dynamics, Inc. programs and one year of experience working with emotionally disturbed youth. Experience may be considered in lieu of a degree. Each year of post-secondary education in a human services field is equivalent to one year of experience.
<b>Required Knowledge, Skills And Abilities</b>	<ul style="list-style-type: none"> <li>• Possession of a valid driver's license and minimal insurance required by law.</li> <li>• CPR, First Aid Certification, and MANDT training (provided by Youth Dynamics, Inc.).</li> <li>• Knowledge of the principles and practices of youth counseling, crisis intervention and youth behavior and culture.</li> <li>• Skill in intake interviewing, counseling and assessment.</li> <li>• Skill in identifying and evaluating youth emotional needs.</li> <li>• Ability to establish and maintain effective working relationships with youth.</li> <li>• Ability to motivate and supervise the activities and work of youth.</li> <li>• Knowledge of purpose and program, as well as other YDI services.</li> <li>• Knowledge of child and adolescent development.</li> </ul>
<b>Essential Physical Abilities</b>	<ul style="list-style-type: none"> <li>• Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with youth, others involved in the treatment and counseling of assigned youth and other personnel.</li> <li>• Sufficient vision, with or without reasonable accommodation, which permits the employee to review a wide variety of written report and other materials in both hardcopy and electronic form and to carefully observe the behavior and activities of youth on an assigned shift.</li> <li>• Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a computer keyboard and transport case files, supplies and other items.</li> <li>• Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to move from one area of the facility to another, to manage youth when they become physically aggressive and ability to operate a motor vehicle.</li> </ul>
<b>Principle Responsibilities</b>	<p><u>Direct Care Responsibilities</u></p> <ul style="list-style-type: none"> <li>• Participate in completing intake packets and interviews of youth entering program.</li> <li>• Provide basic care and supervision to youth in youth care to assure that health, nutritional, educational, social and recreational needs are met.</li> <li>• Assess the behavioral and emotional characteristics of referred youth and provide counseling as needed.</li> <li>• Participate in the development, implementation and updating of individual treatment, management and discharge plans in collaboration with supervisors and appropriate others.</li> <li>• Serve as a facilitator for youth activities and support groups.</li> <li>• Supervise family visits on assigned shifts and monitors youth in all activities and situations.</li> <li>• Perform crisis and non-crisis intervention activities as required.</li> <li>• Contribute to developing goals/discharge plans for individual youth and updating and communicating goals and objectives as needed.</li> <li>• Establish a positive, therapeutic relationship with youth in placement.</li> <li>• Plan activities in the home and community.</li> <li>• Assist youth in achieving his/her goals as determined by team.</li> <li>• Complete written documentation as required.</li> <li>• Communicate with Program Manager and other staff as needed on progress, problems, etc. as directed.</li> <li>• Obtain prior approval from Program Manager for special activities and out of town travel.</li> <li>• Provide quality supervision, care and treatment for the youth.</li> </ul> <p><u>Operations</u></p> <ul style="list-style-type: none"> <li>• Make needed operational decisions on assigned shifts, contacting the Program Manager for emergency consultations pertaining to established policies and procedures.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Shop for household supplies, cooks and cleans as needed.</li> <li>• Follow nutritional and sanitation guidelines for food preparation.</li> <li>• Participate in the training of new staff.</li> <li>• Report emergencies to the Program Manager or Shift Supervisor.</li> <li>• Be available on an on-call rotation to cover weekends and weekday nights.</li> <li>• Other duties as assigned by Supervisor.</li> </ul> <p><u>Documentation</u></p> <ul style="list-style-type: none"> <li>• Submit paperwork, time sheets, and mileage sheets to the Program Manager at scheduled times, on time.</li> <li>• Be evaluated formally, at least once a year.</li> <li>• Prepare accurate and reliable reports containing findings, conclusions, recommendations and justifications.</li> <li>• Document changes in youth’s behaviors and emotional status on a daily basis, noting such observations by preparing daily written narratives on each youth.</li> <li>• Communicates these changes to all members of the youth care facility verbally and in writing on a daily basis.</li> <li>• Prepares incident and discharge reports.</li> </ul> <p><u>Organizational Responsibilities</u></p> <ul style="list-style-type: none"> <li>• Responsible for safely operating personal/lease vehicles during the transport of clients, travel to other Regions, and any business related travel as assigned by your Supervisor.</li> <li>• Maintain awareness of work environment and perform duties in a safe and responsible manner.</li> <li>• Maintain tact, diplomacy and professionalism at all times.</li> <li>• Complete required paperwork in an accurate and timely manner.</li> <li>• Participate as a positive member of the Youth Dynamics, Inc. organization.</li> <li>• Act as a positive representative of Youth Dynamics, Inc. to the public.</li> <li>• Participate in public relations and marketing efforts approximately 5% of your work time.</li> <li>• Participate in regular supervision with your Supervisor.</li> <li>• Participate in staffings and relevant in-service training as needed or required.</li> <li>• Attend all meetings as are necessary to fulfill job responsibilities.</li> <li>• Develop a plan for personal and professional growth, as needed.</li> <li>• Carry out other responsibilities as assigned by your Supervisor to further the mission of Youth Dynamics, Inc.</li> </ul>
<b>Minimum Expectations</b>	<ul style="list-style-type: none"> <li>• Assure the safety of all youth during shift.</li> <li>• Assure each week that two one-on-one contacts is documented for each youth.</li> <li>• Assure each week that three psycho-education groups is documented for each youth.</li> <li>• Assure coverage for each assigned shift (if you are unable to be there).</li> <li>• Assure your assigned youth has behavior interventions in his/her treatment plan</li> </ul>

I acknowledge receipt of this job description:

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Employee

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Date