



## Progress Ranch Treatment Services for Children

### Job Description

<b>Job Title: Counselor</b>		<b>Status: Non-exempt</b>
<b>Supervisor: House Manager</b>		
<b>General Information:</b> Counselors work directly with youth in the program. Counselors provide supervised services to youth with behavioral and emotional difficulties for the purpose of meeting the goals of each youth's Treatment Plan. Supervision of 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.		
<b>Minimum Qualifications</b>	One year full-time experience, or its equivalent, working with youth. Experience shall be verified as having been performed as a paid or volunteer staff person whose duties required direct supervision and care of youth. Completion with a passing grade, from an accredited or approved college or university, of 15 college semester or equivalent quarter units in behavioral science, 9 units of which must be in courses relating to children with behavioral problems which may be the result of abuse, neglect, or emotional trauma. The courses may include, but are not limited to curriculums in Corrections, Psychology, Social Work, or Social Welfare.	
<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>• If you use your vehicle to transport children, a copy of your auto liability insurance, indicating limits of \$100/300, needs to be in your personal record and your vehicle needs a safety check.</li> <li>• CPR, First Aid Certification, and Non-Violent Crisis Intervention Training (this training is provided by Progress Ranch after background check is passed and before being alone with the Progress Ranch youth)</li> <li>• Tuberculosis and health clearance.</li> <li>• Fingerprint clearance.</li> <li>• Good moral character, reliable, and mature.</li> <li>• Knowledge and principles and practices of youth counseling, crisis intervention and youth behavior and culture.</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 establish and maintain effective working relationships with peers and managers.</li> <li>• Able to exhibit good staff relationships, teamwork, ethics and practice of interpersonal relationships.</li> <li>• Ability to work as part of team.</li> <li>• Ability to motivate and supervise the activities and work of the youth.</li> <li>• Ability to accept and utilize feedback from peers and managers.</li> <li>• Ability to manage multiple tasks.</li> <li>• Ability to communicate in English verbally and in writing.</li> </ul>	
<b>Essential Physical Abilities</b>	<ul style="list-style-type: none"> <li>• The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.</li> <li>• Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</li> </ul>	

	<ul style="list-style-type: none"> <li>• While performing the duties of this job, the employee is regularly required to talk or listen.</li> <li>• The employee frequently is required to stand; walk, sit, use hands, handle or feel; reach with hands and arms; stoop, kneel, crouch or crawl; and taste or smell.</li> <li>• The employee is occasionally required to climb or balance.</li> <li>• The employee must frequently lift and/or move up to 30 pounds; and manage the weight of a child which is equal to 50% of your weight.</li> <li>• Specific vision abilities required by this job include close, distance, color, peripheral visions and depth perception.</li> </ul>
<p><b>Principle Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Supervision, protection and care of children individually and in groups at all times.</li> <li>• Assistance to each child in working with a group and in handling individual problems.</li> <li>• Administration of discipline and setting of limits for behavior including implementing the program reinforcement system.</li> <li>• Notation of the child's progress; identification of the possible need for professional services; and communication of such findings to professional staff.</li> <li>• Provide training to the children in all aspects of group life including hygiene, work habits, activities, meals, peer and adult relationships by providing guidance and appropriate role modeling.</li> <li>• Complete meal preparations, food storage and handling, and related record keeping as required by Title 22 Community Care Licensing Regulations.</li> <li>• Keeping hygiene and cleanliness standards of the home, as per Title 22 licensing regulations.</li> <li>• Following agency and Title 22 Community Care Licensing Standards regarding medication dispensing and logging usage along with daily logging observations of any side effects and behaviors related to medication management.</li> <li>• Following agency and Title 22 Community Care Licensing Standards regarding record keeping for all medical and dental appointments.</li> <li>• Interacting with school personnel and individuals from the community, establishing good public relations.</li> <li>• Planning, scheduling and involvement in house activities and group functions.</li> <li>• Mandatory attendance at staff meetings and agency training as required by Title 22 Community Care Licensing Standards.</li> <li>• Other duties as assigned.</li> </ul>

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date