



Job Description

General Information:

Common Job Title: Youth Care Counselor, Safe Place	Official Job Title: Counselor, Youth Care, Safe Place
Department / BGAS Code: 21COU012 Shelter and Housing Services	FLSA Status: Non-Exempt
Reports to: Program Supervisor	Type: Regular, Part-time 30 hr/wk
Job Level: Level 4	Standard shift hours / Hrs per week: Varied shifts to cover 24 hour, 365 days per year coverage. Schedules may vary depending on program need.
Last Revised: December 19, 2007	Eligible for benefits: Yes, if working at least half-time
Hiring Range: \$11.53 - \$13.02/hr	Job # 10-10 Internal Posting Only

Essential Functions:

- Primary responsibilities include:
 - 1) Supervising youth to maintain their safety, security, and well-being at all times;
 - 2) Supporting the schedule and structure of the Safe Place programming, and
 - 3) Providing oversight of the facility to maintain all safety, security and licensing standards.
- Supervise and monitor youth whereabouts and safety at all times, including supervision of youth in the facility and in the community. Track whereabouts of youth who have approved time away from the facility.
- Provide positive role modeling behavior; facilitate appropriate communication; model and develop appropriate problem solving and conflict resolution skills.
- Assure that youth adhere to specific standards of conduct; assure appropriate youth interactions and intercede as necessary.
- Instruct youth regarding desirable health, personal habits, and housekeeping duties.
- Provide for daily living needs, such as prescribed medications, medical needs, and transportation, as necessary. Plan and supervise recreational activities both on and off site.
- Support the program structure, ensuring consistency in program rules, operations and routines, and agency & program policies and procedures being are maintained.



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- Maintain the facility in compliance with health, sanitation and fire regulations. Report house maintenance needs as necessary. Complete fire drills as scheduled.
- Perform household and operational duties as assigned, which include but are not limited to: laundry, filing, menu planning, shopping, meal preparation, light housekeeping if needed, and various errands.
- Participate in agency-provided trainings. Seek out continuing education and training in areas identified by Program Supervisor. Participate in program meetings and trainings which may occur outside of regularly scheduled shifts.
- Maintain clear and respectful communications with other staff, youth, family members and community partners, etc., consistent with agency communication standards.
- Maintain accurate documentation, records and files in accordance with quality assurance standards. Accurately complete all paperwork and documentation of services as required by program within identified timelines, including daily logging, services provided, data entry, incident reports, etc.
- Responsible for other duties as assigned to assist in the functioning of the program.
- Regular and consistent attendance is a requirement of the position.

Qualifications and Job Requirements:

- Job Knowledge: BA/BS degree (social work, psychology, sociology, juvenile justice, or relevant field preferred); or four years experience in social service settings, residential settings or with youth which may have resulted from work, internships or volunteering, or combination of relevant education and experience. Level 4
- Supervising: No supervisory or lead responsibilities. May provide special project direction to co-workers, student interns or volunteers in similar job functions, such as training a co-worker to awake/overnight shift duties. Level 1
- Decision-Making: Employee must demonstrate solid decision-making and problem solving skills within the scope of their position responsibilities. General supervision and a set of broadly understood position expectations. Decision-making with limited discretion, latitude, or negotiation. Assistance or resources are readily available. Must be able to provide appropriate services to people from diverse socio-economic, racial and ethnic cultures. Level 3
- Interpersonal Skills/Interactions: Interactions may be one-on-one, in group settings, with own work group and other departments. May occasionally have limited, but substantial contact with the public. Daily interactions with youth. Communications may be routine and non-routine in nature. Strong communication and interpersonal skills are important. Must be able to interact appropriately with people from diverse socio-economic, racial and ethnic cultures. Level 2
- Impact: Responsible for the use of assets in own work area. Regular contact with youth and other staff, although limited due to overnight shift. Influences treatment outcomes through use of self as positive role model. Level 2



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Additional Skills & Abilities:

- Must possess a valid Oregon driver's license and maintain a good driving record that is eligible for coverage by the agency's current insurance provider; reliable personal transportation; personal automobile liability insurance; and the ability to drive standard and automatic vehicles, including the ability to drive a 12-passenger van.
- Must maintain food handlers permit, First Aid and CPR certification.
- Must be able to work evenings, weekends, and overnight shifts to meet program needs. Ability to be flexible to work changing schedule as needed to meet program needs.
- Regular and predictable attendance is required.
- Basic word processing and computer skills for data entry, i.e., Microsoft Word.

Physical Requirements and Work Environment: Level 2

- May encounter individuals, primarily residents, who are at times unpredictable and hostile.
- May transport clients in car or 12 passenger agency van as shifts require.
- Must be able to do some lifting, bending, twisting and carrying. Need to be able to stand, walk, sit, keyboard, and use wrist and hand.
- Works directly with a variety of youth.