



Juvenile Residential Center of NWO
1012 South Dunbridge Road
Bowling Green, Ohio 43402

COUNSELOR JOB DESCRIPTION

TITLE: Counselor

REPORTS TO: Director

EMPLOYMENT STATUS: Full Time

CIVIL SERVICE STATUS: Unclassified

FSLA STATUS: Non-Exempt

POSITION QUALIFICATIONS

Applicants should possess a Master's degree in Psychology, Counseling, or Social Work with Ohio Licensure. Is knowledgeable of effective treatment programs for adolescents with problematic sexual behaviors and problematic substance abuse issues. Has an understanding of cognitive behavioral approaches and a practical knowledge of the juvenile justice system.

JOB RESPONSIBILITIES

To provide comprehensive treatment to youth and families including but not limited to: assessments, individualized treatment planning, and individual, group, or family counseling.

ESSENTIAL JOB FUNCTIONS

- ❖ Demonstrates professionalism through appropriate dress, attendance, punctuality, demeanor, communication, and attitude when interacting with residents, staff, and outside representatives.
- ❖ Demonstrates an understanding of program philosophy and treatment modalities while interacting with residents, staff, and outside representatives.
- ❖ Provides pro-social role modeling and addresses anti-social thinking or behaviors through the implementation of Core Correctional Practices.
- ❖ Applies crisis intervention techniques appropriate to the situation and in accordance with policy, which may include the de-escalation of a youth acting out or demonstrating suicidal ideations.
- ❖ Maintains open and direct communication with Supervisors and Administration regarding youth behavior, policy, procedure and assigned job duty.
- ❖ Ensures the safety and security of the facility by controlling the introduction of contraband through routine security searches.
- ❖ Develops and maintains a current working knowledge of Juvenile Residential Center policy, procedure and practices.
- ❖ Adheres to all facility policies regarding resident access to medical care, medication self-administration, and documentation of medical incidents.
- ❖ Adheres to the facility's zero-tolerance towards sexual abuse and/or sexual harassment policies while abiding by all standards outline in the Prison Rape Elimination Act.
- ❖ Adheres to all applicable American Correctional Association (ACA) standards and accurately completes all required documentation.
- ❖ Reports to work as scheduled and is prepared for their job assignment. Standard hours are M-F from 8:30am – 4:30pm with occasional evening hours to accommodate parent schedules. Deviations or alterations to work hours are communicated and approved by the Director.
- ❖ Maintains a team approach to resident, staff, and facility matters with attention to professionalism, discretion, and detail.

- ❖ Attends and/or facilitates all mandatory trainings as well as participates in committee, treatment team, and other scheduled meetings.
- ❖ Communicates resident and staff concerns or observations through meetings and on-going discussions.
- ❖ Attends regularly scheduled Intake Staffings to assist in determining a youth's appropriateness for placement at the Juvenile Residential Center of Northwest Ohio.
- ❖ Reviews collateral information, assesses, prepares, and implements a treatment plan for each resident and their families.
- ❖ Reviews resident progress on a regular basis, at least every two weeks, and documents the outcome of the review in the resident's treatment plan.
- ❖ Conducts at least one, face-to-face, hour-long session with their assigned residents on a weekly basis for the duration of their stay.
- ❖ Conducts at least one, face-to-face, hour-long session with their assigned residents and their family on a monthly basis for the duration of their stay.
- ❖ Conducts and documents individual, family, and group counseling sessions through regularly updated case notes.
- ❖ Conducts a monthly parent support group to assist and prepare families for the resident's return to the home environment and/or community.
- ❖ Facilitates, on a scheduled or unscheduled basis, treatment groups utilizing the established curriculum provided by the facility.
- ❖ Participates in progress team and case reviews, including preparation of written reports, to communicate progress made by residents and their family.
- ❖ Prepares and updates resident information regarding special privileges, special watch statuses, and approved contact persons for in-house visits, ZOOM visits, phone calls, or off grounds.
- ❖ Coordinates aftercare services to assist and prepare residents for release to their home environment or community.
- ❖ Completes a comprehensive discharge summary for submission to the juvenile court, and other applicable agencies, regarding resident and family progress.
- ❖ On a rotating, week at a time basis, provides on-call (telephone triage) services to the facility for evening and weekend needs.
- ❖ On an as needed basis, is responsible for performing the job duties of a youth advisor including but not limited to: unit supervision, workstation coverage, or resident searches (gender specific).
- ❖ On an as needed basis, assists in transporting residents to medical appointments, court hearings, special visits, recreation activities, community service work, or field trips.

This job description in no manner states or implies that these are the only duties and responsibilities that may be required and performed by staff. Employees will be required to follow the instructions and perform all duties required by the Director or designee. This job description is presented only as a matter of general information.

It is not intended to create, and does not create, a contract of employment, either express or implied, between the Juvenile Residential Center of Northwest Ohio and any of its employees for employment, hours of work, or the providing of benefits. All Juvenile Residential Center of Northwest Ohio employees are unclassified, employees-at-will.

I have reviewed the above job description, and agree to abide by the expectations set forth by the Juvenile Residential Center of Northwest Ohio. I understand that if I have any questions, I should speak with the Director, or designee, for clarification.

Printed Name **Signature** **Date**

JRCNWO Witness Name **Signature** **Date**