Counselor Position Description

JOB RESPONSIBILITY

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

ESSENTIAL JOB FUNCTIONS

❖ Reviews collateral information, assesses, prepares and implements a treatment plan for residents and families.
❖ Reviews resident progress on a regular basis, at least every two weeks, and the outcome of said review is documented in the treatment plan.
❖ Conducts individual, family and group counseling.
❖ Conducts at least one, face to face, hour session with assigned residents on a weekly basis for the duration of their stay.
❖ Conducts at least one, hour long session, with the resident and his family on a monthly basis for the duration of the residents stay.
❖ Facilitates treatment groups, and is responsible for covering other groups as needed.
❖ Attends regularly scheduled Intake Staffings to assist in determining a youth’s appropriateness for placement within the Center.
❖ Participates in case review staffings, including preparation of written reports.
❖ Applies crisis intervention techniques appropriate to the situation and in accordance with policy.
❖ Maintains open and direct communication regarding youth behavior, policy procedure and assigned job duty.
❖ Regularly maintains a team approach to facility and staff matters with attention to professionalism, discretion and detail.
❖ Communicates resident and staff concerns and observations through meetings and ongoing discussion.
❖ Upholds standards of professionalism while representing the facility.
❖ Demonstrates positive leadership and role modeling while fulfilling assigned duties.
❖ Occasionally assists in resident frisk / pat down searches (gender specific).
❖ Occasionally transports youth to medical appointments, court appearances, recreation activities, community service or special field trips.
❖ Documents youth and family progress through regularly updated case notes.
❖ Prepares and keeps current all visitation, mail and telephone lists; special privileges; special watch forms, and all off-grounds requirements.
❖ Accurately follows all medical policies, procedures and practices.
† On an occasional and as needed basis is responsible to perform those duties of a youth advisor, including direct supervision on living units.
† Demonstrate positive leadership and role modeling, for both youth and staff while completing assigned duties.
† Demonstrates an understanding of program philosophy and treatment modalities while interacting with both youth and staff.
† Maintains a current working knowledge of Juvenile Residential Center policy, procedure and practices.
† Reports to work as scheduled, in a punctual manner, and is prepared for job assignment. Hours of work vary dependent upon job duties, but are typically scheduled from 8:30–4:30 Monday through Friday, with occasional evening hours to accommodate parent schedules.
† Conducts monthly Parent Support Group.
† Coordinates aftercare services for residents who are being released to the community.
† Completes a comprehensive discharge report for submission to the Juvenile Court regarding youth and family progress.
† Attends all mandatory training and staff meetings.
† On a rotating basis provides on call (telephone triage) to the facility for evenings and weekends.
† Accurately completes other duties as assigned.
† Knowledge of and abides by all applicable American Correctional Association (ACA) standards.
† Upholds all policies, procedures and practice of the facility’s zero tolerance toward all forms of sexual abuse and sexual harassment, and all policies, procedures and practice of the facility’s Prison Rape Elimination Act (PREA).

POSITION QUALIFICATIONS:

Master’s degree in Psychology, Counseling or Social Work with Ohio Licensure. Demonstrates practical knowledge of the juvenile justice system; is knowledgeable of effective treatment programs for adolescent sexual offenders, with an understanding of cognitive behavioral approaches.

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