



## **Position Description Residential Counselor II**

The Residential Counselor II supports the mission and values of Boys Hope Girls Hope by helping to create a family atmosphere that supports the holistic development of each child. A unique, live-in position that is comparable to 'cottage-life' at a boarding school; each Residential Counselor is responsible for working with a team of professionals and volunteers to produce an environment of achievement while meeting the physical, emotional, and spiritual needs of each Scholar in their care. Residential Counselors also serve as primary case managers for 3-4 Scholars-in-residence through which they teach social and independent living skills expose the youth to new experiences and activities, guide youth in college readiness toward educational success. Each Residential Counselor communicates effectively with families, partner schools, and Boys Hope Girls Hope administration to ensure a full circle of support around each child. The Residential Counselor will maintain a healthy and responsible environment through discipline, organization, and systems management. As part of their regular duties, Residential Counselors may also be asked to work with a unique BHGH focused 'Academy' program that fosters Academic Enrichment, Character Development and College Readiness for residential and community-based Scholars, alike. Residential Counselors perform their duties relatively free from direct supervision, acting at all times in a professional manner.

### **Major Responsibilities**

#### **I. Child Development and Health**

- a. Know and follow Boys Hope Girls Hope program policies and procedures regarding the care and development of scholars
- b. Assume responsibility for scholars in residence, including daily decisions regarding health, safety, and discipline
- c. Responsible for physical, emotional, social, spiritual, and academic development of scholars living in home in accordance with individual scholar service plans and Boys Hope Girls Hope program policies
- d. Schedule and plan ahead for doctor or other appointments and complete all required documentation for scholar and house files
- e. With direction of Program Director and/or Campus Coordinator, identify program therapists and communicate with therapist on scholar goals of therapy and progress.
- f. Develop and maintain parent and/or guardian relationships and involvement in their child's life and the program.
- g. Implement NEOH-specific formation program to teach transitional living skills

#### **II. Academics**

- a. Monitors academic performance of scholars to identify areas of concern requiring additional support
- b. Maintains regular contact with teachers and schools, including representation of program at teacher conferences and related activities
- c. Provides individual assistance and tutoring as needed
- d. Coordinates and implements college preparation for scholars

#### **III. Household Management**

- a. Assure that home functions in accordance with Boys Hope Girls Hope program and local licensing standards
- b. Maintain the home in a clean and safe condition, providing for nutritional and physical needs of scholars
- c. With direction of Campus Coordinator, ensure that scheduled and necessary maintenance occurs on all program property and vehicles

#### **IV. Administrative and Record Keeping**

- a. Maintain scholar and program files in accordance with State of Ohio licensing and Boys Hope Girls Hope standards
- b. Provide Campus Coordinator with tracking and documenting of all program related expenses
- c. Schedule, facilitate, prepare and update scholar quarterly service plans for approval by Program Director

#### **V. Academy Program (“Hope Prep” & “The College Road”)**

- a. At the request of the Director of Staff, assist with the unique BHGH-sponsored academic, character development and college-readiness Academy program.

#### **VI. Community Relations**

- a. Maintain, and role model for scholars, positive relations with neighbors, community groups, schools and authorities.
- b. At the request of the Director of Staff, conduct outreach activities to assist in securing resources for the program

#### **Critical Criteria**

Applicants must:

- Have one of the following:
  - Bachelors degree in social work, psychology, counseling, education or a related field and the equivalent of one year full-time work with a similar population
  - Bachelors degree in any field and one year experience working in a Boys Hope Girls Hope home
  - A High School Diploma (some college preferred) and at least two years full-time experience working with this population, one year of which must be in a *Boys Hope Girls Hope* home
- Be at least 21 years of age
- Possess a valid driver’s license and a good driving record
- Certification in CPR, first aid and Therapeutic Crisis Intervention will also be required as a condition of continued employment
- Additional requirements as required by the State of Ohio’s Department of Children and Family Services

The position requires the following competencies for success:

- Able to communicate clearly and effectively with adolescents, their guardians or parents, co-workers and supervisors, teachers and other audiences verbally and in writing
- Able to communicate in high stress or emotional situations, especially to convey information and directions
- Creative in presenting material and motivating scholars to pursue their education
- Be able to assist scholars in developing study and problem solving skills
- Demonstrate curiosity and a life-long passion for learning
- Professional work habits and dress
- The ability to develop appropriate relationships with different populations, including scholars and their families
- Sensitivity to different religious backgrounds, and cultures
- Able to manage several projects and activities at the same time
- Ability to use a computer for simple word processing and internet applications like e-mail
- Knowledge of record keeping and professional documentation standards

The position requires the ability to perform household tasks like shopping, cooking, cleaning and minor property care that may require bending, lifting and carrying. The position requires the ability to closely monitor the whereabouts and activities of several pre-adolescent and adolescent children in a multi-story home, as well as the ability to safely transport children in program vehicles. It may also require engaging in athletic, recreational and/or camping activities with the scholars.

#### **Working Conditions**

This position is focused primarily upon serving the scholars of the program through advancing the mission of the organization. The position requires living in the home in support of the goal of creating a family-like atmosphere, and the development of positive, committed relationships. The position requires annual participation in continuing education, including Therapeutic Crisis Intervention training, satisfied through in-house programs offered by Boys Hope Girls Hope or third party providers. The position will have at least an annual performance evaluation. Staff will be required to be flexible with regard to the 24 hour, seven day a week needs of the Boys Hope Girls Hope scholars.