

Position Description

Position Title: Residential Counselor II

Reports To: Residential Program Director

Classification: Non-exempt

General Description

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. Residential Counselors work 40-50 hours weekly and complete overnight shifts 3 nights a week. Residential Counselors are responsible for serving as the “RC on-call” 1 weekend every 4-6 weeks. 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, and guide youth in career and life readiness/educational success. Each Residential Counselor communicates effectively with families, partners, 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 behavior modification, organization, and systems management. As part of their regular duties, Residential Counselors also 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.

Responsibilities and Duties

I. Child Development and Health

- Know and follow Boys Hope Girls Hope program policies and procedures regarding the care and development of Scholars
- Assume responsibility for Scholars, including daily decisions regarding health, safety, and behavior modification
- Responsible for physical, emotional, social, spiritual, and academic development of Scholars living in residence in accordance with individual scholar service plans and Boys Hope Girls Hope program policies
- Schedule and plan ahead for medical/wellness appointments and complete all requisite documentation for Scholar files as required for State of Ohio licensing
- With direction from Residential Program Director, identify program therapists and communicate with therapist on Scholar goals of therapy and progress
- Develop and maintain parent and/or guardian relationships and involvement in their child’s life and the program

II. Academics

- Monitor academic performance of Scholars to identify areas of concern requiring additional support
- Maintain regular contact with teachers and schools, including representation of program at teacher conferences and related activities
- Provide individual assistance and connection to tutors as needed
- Collaborate with Directors of Academy Programming to coordinate and implement readiness for major life transitions and school and college preparedness

III. Household Management

- In collaboration with Director of Agency Operations, assure that home functions in accordance with Boys Hope Girls Hope program and State of Ohio licensing standards
- Maintain the home in a clean and safe condition, providing for holistic needs of Scholars
- With direction from Director of Agency Operations, ensure that scheduled and necessary maintenance occurs on all program property and vehicles through weekly walk-throughs
- With direction from the Director of Agency Operations, complete all administrative tasks related to transportation including documentation of trips and regular participation in the collection of requested data

IV. Administrative and Record Keeping

- Maintain Scholar and program files in accordance with State of Ohio licensing and Boys Hope Girls Hope standards
- Provide Residential Program Director with tracking and documentation of all program related expenses
- Schedule, facilitate, prepare and update Scholar quarterly service plans for approval by Residential Program Director

V. Community Relations

- Role model and maintain for Scholars positive relations with neighbors, volunteer groups, schools and school officials, Board of Trustee Members, guests and friends of Boys Hope Girls Hope
- Assist in stewarding resources that have been secured for the program and collaborate with the Development Department to ensure donors are thanked in a timely manner by staff and Scholars

Critical Criteria

Applicants must:

- Have one of the following:
 - Bachelor's degree in social work, psychology, counseling, education or a related field and the equivalent of one-year full-time work with a similar population
 - Bachelor's degree in any field and one-year experience working 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 (no more than two moving violations)

- Adhere to additional requirements as mandated by the State of Ohio's Department of Children and Family Services
- Certification in CPR, first-aid and Therapeutic Crisis Intervention will also be required as a condition of continued employment

The position requires the following competencies for success:

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

This position requires the ability to perform household tasks like shopping, cooking, cleaning, landscaping 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, Healing Centered Engagement, Cultural Fluidity, and life-worthy learning 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.

Benefits

Medical, dental and vision coverage, 401(k) retirement savings plan, FSA 125 Savings Plan, Education Assistance Plan, Room and Board