



*Mission...*

*Build a better future for youth and families by helping them navigate the challenges of childhood, adolescence and young adulthood.*

*Values...*

We are dedicated to:

- *providing quality services to all of our clients, regardless of their age, sex, race, color, religion, national origin, sexual orientation, mental or physical disabilities, or ability to pay;*
- *showing sensitivity and caring;*
- *being accountable and responsive;*
- *pursuing professional excellence.*

**LOOKING GLASS JOB DESCRIPTION**

<b>POSITION:</b> Relief Counselor	<b>POSTED:</b> January 2012
<b>PROGRAM:</b> Pathways Boys Program	<b>SALARY:</b> \$9.00/hr.
<b>REPORTS TO:</b> Program Supervisor	<b>FTE:</b> Variable
<b>SUPERVISES:</b> N/A	<b>EXEMPT:</b> No

**OVERVIEW OF RESPONSIBILITIES:**

Responsible for 24-hour on-call relief counselor work with adolescents in residential program and maintaining the therapeutic milieu.

**QUALIFICATIONS:**

1. **Education:** Bachelor's degree or equivalent experience in the social services field, or a related field. Years of recovery may qualify as experience.
2. **Experience:** 6 months working with youth.
3. **Availability:** Variable shifts. Available to work shifts when regular staff is sick, on vacation, or holiday time.
4. **Driver's License:** Valid in Oregon, acceptable record, and insurability under Agency's auto insurance.
5. For individuals recovering from the disease of alcoholism and/or drug addiction, one year of continuous sobriety under non-residential, independent living conditions at the time of hire.
6. Ability to work effectively as a member of an integrated team.
7. Ability to relate effectively with youth, parents, community, and referral sources.
8. Ability to work in a stressful, unstructured environment, and maintain a positive mental attitude.
9. Good communication skills.
10. Cultural sensitivity and experience working with people from diverse cultural backgrounds.
11. Ability to maintain confidentiality.
12. Professional appearance appropriate to the position.
13. Understanding of alcoholism and addiction.
14. Personal characteristics and experience to provide appropriate care to residents, win their respect, and guide them in their development.
15. Temperament to work with and care for youth with special needs.
16. First Aid skills.
17. Commitment to Looking Glass Mission and Values

**PREFERRED:**

18. Experience in the alcohol and drug treatment field.

**SPECIFIC DUTIES:**

19. Is available for 24-hour on-call work when regular staff are sick, or when they take scheduled vacation, holiday, or training time off.
20. Maintains therapeutic milieu and appropriate control of residents' behavior and conduct at the program and/or in the classroom.
21. Implements group programs and activities.
22. Documents in staff log and files.
23. Acts as a positive role model.
24. Completes other duties as assigned.

**PROUD OF OUR DIVERSITY**