



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, gender, race, color, religion, creed, political beliefs, national origin, ancestry, sexual orientation, marital status, mental or physical disabilities, or ability to pay.*
- *Showing sensitivity and caring;*
- *Being accountable and responsive; and*
- *Pursuing professional excellence and offering a fulfilling work experience and professional development for our staff.*

LOOKING GLASS JOB DESCRIPTION

POSITION:	Relief Counselor	POSTED:	January 2012
PROGRAM:	Pathways Girls Program	SALARY:	\$8.80/hr
REPORTS TO:	Program Supervisor	FTE	Variable
SUPERVISES:	N/A	EXEMPT:	No

OVERVIEW OF RESPONSIBILITIES:

Responsible for 24-hour on-call work with adjudicated female adolescents in a residential program, and responsible for maintaining the therapeutic milieu.

QUALIFICATIONS:

1. **Education:** At least two years of college coursework in social services, or a related field.
2. **Experience:** At least six months working with youth.
3. **Availability:** Flexible shifts.
4. **Driver's License:** Valid in Oregon, acceptable record, and insurability under Agency's auto insurance.
5. Desire to work with a gender-specific female population.
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 structured, sometimes stressful 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. Commitment to Looking Glass Mission and Values.

ADDITIONAL QUALIFICATIONS:

1. Counselor training, and familiar with issues of delinquent youth and youth with mental health issues.
2. Bilingual capabilities in Spanish helpful.
3. Able to set limits with resistant youth within behavior management system.
4. Strong interest in recreation and activities-based program.

SPECIFIC DUTIES:

1. Is available for 24-hour on-call work when regular staff are sick, or when they take scheduled vacation, holiday, or compensatory time off. On-call for one or two overnights shifts per week.
2. Maintains therapeutic milieu and appropriate control of residents' behavior and conduct at the program and/or in the classroom.
3. Implements group programs and activities.
4. Conducts emergency intakes, if needed.
5. Documents in staff log, files, and statistics forms.
6. Provides crisis intervention to clients on the phone.
7. Cooks meals if needed.
8. Acts as a positive role model
9. Completes other duties as assigned.

PROUD OF OUR DIVERSITY