



*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> Residential Counselor I            | <b>REVISED:</b> February 2012 |
| <b>PROGRAM:</b> Stepping Stone Program              | <b>SALARY:</b> \$11.00/hour   |
| <b>REPORTS TO:</b> Residential Counselor Supervisor | <b>FTE:</b> 1.0               |
| <b>SUPERVISES:</b> NA                               | <b>EXEMPT:</b> No             |

**OVERVIEW OF RESPONSIBILITIES:**

The Residential Counselor I is responsible for maintaining the therapeutic milieu, supervision of resident clients, group skill building activities, medication monitoring system and implementation for treatment plans.

**QUALIFICATIONS:**

1. **Education:** Bachelor’s degree or equivalent combination of education and experience in social services or related field.
2. **Experience:** Minimum of 6 months of experience working with youth under supervision.
3. **Availability:** Wednesday through Sunday 2:30 pm to 10:30 pm.
4. **Drivers License:** Valid in Oregon, acceptable record, and insurability under Agency’s auto insurance.
5. Ability to work effectively as a member of an integrated team.
6. Ability to relate effectively with youth, parents, community, and referral sources.
7. Ability to work in a structured, sometimes stressful environment, and maintain a positive mental attitude.
8. Good communication skills. Bilingual in Spanish an asset.
9. Cultural sensitivity and experience working with people from diverse cultural backgrounds.
10. Ability to maintain confidentiality.
11. Professional appearance appropriate to the position.
12. Commitment to Looking Glass Mission and Values.
13. Demonstrate appropriate professional boundaries.

**SPECIFIC DUTIES:**

1. Maintains therapeutic milieu by supervising youth in various activities such as: wake-up; meals; chores; recreation; and skill-building groups.
2. Monitors behavior and conduct of all youth.
3. Acts as a positive role model.
4. Co-facilitates group counseling and/or group skill building activities.
5. May carry a caseload of assigned youth. If carrying a caseload then
  - a. Assist Therapist in developing Service Plans and write regular progress reports as a member of the Service Planning Team.
  - b. Assists youth in developing and working toward goals.
  - c. Maintains appropriate contact with families of assigned youth (usually weekly).
  - d. Evaluates progress on Service Plan goals for assigned youth.
  - e. Assists youth in working with group.
6. Acts as a medication supervisor as assigned and administers all medications to youth.
7. Performs housekeeping, maintenance and clerical duties as assigned.
8. Documentation of behavior in logs and progress notes.
9. Attends weekly staff meetings.
10. Completes other duties as assigned.

**PROUD OF OUR DIVERSITY**