



Reports to: Program Manager  
☐ Exempt      ☒ Non-Exempt

### Education/Knowledge Requirements:

**Counselor II:** Bachelor Degree in a related field with demonstrated experience in working with youth and children. Strong interpersonal relationship and communication skills necessary. Ownership of a reliable vehicle, a valid driver's license and proof of insurance required. Minimum age requirement is 21 years old.

**Clearances Required:** Act 33 & 34 Clearances, Act 80 clearances, good driving record, valid driver's license, reliable vehicle and proof of insurance per policy

**Physical Requirements:** Sitting, standing, kneeling, bending, stooping, reaching over head, speaking, hearing, reading comprehension and the ability to lift and carry 50 pounds.

<p><b>Essential Function #1.</b></p>  <p><b>Performance Measures:</b></p>	<p>Promote the philosophy and mission of Gwen's Girls in the provision of all responsibilities, displaying an understanding of the basic philosophies and principles of gender-specific practices and working with clients who have experienced trauma.</p>  <p>Observation by supervisors of healthy relationships with appropriate boundaries. Client satisfaction reports and comments. Satisfactory performance evaluations.</p>
<p><b>Essential Function #2.</b></p> <p><b>% of time spent:</b> 40%</p>  <p><b>Performance Measures:</b></p>	<p>Provides a safe and healthy environment for all residents, serving as a role model for girls. Supervises residents in all aspects of their daily living routines. Works at least two shifts (16 hours) per week, in order to develop and build healthy relationships with residents. Provides transportation for residents to school if needed. Provides crisis intervention.</p>  <p>Maintains group rules for emotional and physical safety. Follows therapeutic crisis protocols. Reports progress and concerns to supervisor regularly. Properly informs and works with other staff.</p>

<b>Essential Function #3.</b>  <b>% of time spent:</b> 30%  <b>Performance Measures:</b>	<p>Implements therapeutic interventions for residents, as established in the treatment plan. Works cooperatively with staff and treatment team to assist in implementing individualized service plans to help participants build targeted skills and reach program goals. Participates in the assessments. Implements individual and group counseling, as scheduled.</p> <p>Maintains proper documentation of shifts and incidents as per established policy standards and regulations. Reports progress and concerns to supervisor regularly. Properly informs and works with other staff and supervisors, as needed.</p>
<b>Essential Function #4.</b>  <b>% of time spent:</b> 20%  <b>Performance Measures:</b>	<p>Completes all required documentation as per established policy standards and regulations, including but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Document all assessment and treatment information in written report form and through verbal communication with treatment team and outside agencies.</li> <li>• Assesses and documents individual and group behaviors in a timely manner.</li> </ul> <p>Maintains proper documentation of shifts and incidents as per established policy standards and regulations. Documents and reports progress, concerns, etc., to supervisor. Communicates regularly with treatment team and Program Manager to keep team properly informed.</p>
<b>Essential Function #5.</b>  <b>% of time spent:</b> 10% <b>Performance Measures:</b>	<p>Actively participates in all required team meetings, trainings and supervisory sessions.</p> <p>Attends all required trainings and meetings. Meets regularly with Supervisor, communicates openly needs, concerns, and ideas; utilizes feedback given in supervisory sessions.</p>
<b>Essential Function #6.</b>  <b>Performance Measures:</b>	<p>Performs in accordance with established system-wide competencies</p> <p>Receives satisfactory performance evaluations annually.</p>
<b>Essential Function #7.</b>  <b>Performance Measures:</b>	<p>Performs other duties as assigned.</p> <p>Receives satisfactory performance evaluations annually.</p>

<b>REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES</b>	
1.	Ability to communicate verbally and in writing to ensure full compliance with agency and government regulations.
2.	Ability to engage in physical activities with residents.
3.	Ability to visually observe clients' behaviors, affect, and interactions, in order to oversee establishment, implementation, and documentation of treatment plans.
4.	Ability to hear and understand clients' inquiries and behaviors, as well as others' oral instructions and communication.
5.	Ability to employ passive physical restraint techniques in crisis situations
6.	Ability to drive a high occupancy vehicle or own vehicle with legal proof of driver's license, and insurance.
7.	Ability to demonstrate effective leadership, organization, and time management skill.
8.	Ability to make safe and appropriate decisions during times of crisis

### **STATEMENT OF NONDISCRIMINATION**

Gwen's Girls, Inc is an Equal Employment Opportunity Employer providing equal employment opportunities without regard to race, color, sex, age, religion, or national origin. This policy includes the handicapped and all Vietnam-era veterans. Gwen's Girls utilizes only job-related criteria in making decisions concerning applicants and employees.

This description documents the general contents and requirements of the job. It is not intended to be construed as an exhaustive statement of the duties, responsibilities and requirements. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

I have read and agree to carry out the above Job Responsibilities.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date