

St. Anne Institute
Job Description

- I. TITLE:** Counselor – Residential Services
- II. SUPERVISOR:** Program Manager
- III. HOURS PER WEEK:** 20-40; includes days, afternoons, evenings and weekends
- IV. QUALIFICATIONS:** BA or BS in field of Human Services preferred; two years in related area required. Experience may be substituted for degree requirements.
- V. REQUIREMENTS:** Must be able to meet written, physical and life space interview testing standards as outlined by therapeutic crisis intervention curriculum.
- VI. FUNCTIONS:** To create a safe and secure environment, helping residents gain self-control and develop positive social skills.
- VII. RESPONSIBILITIES:**
- Implement agency practices including policies, procedures, unit routine and expectations, as directed by Program Manager, Senior Residential Counselors or Admin staff.
 - Ensure a clean, safe, therapeutic and trauma-sensitive environment.
 - Provide vigilant supervision of residents providing for opportunities to teach and role model, during all aspects of routine. “Routine” refers to recreational activities, group meetings, meals, bedtimes, and any additional program activities.
 - Facilitate group meetings and activities, both on and off campus, including outings.
 - Foster appropriate adult/child relationships; maintain appropriate boundaries.
 - Use open, honest, effective, professional communication skills, both verbally and in writing.
 - Ensure assigned paperwork and other records is thorough and accurate.
 - Attend training in Therapeutic Crisis Intervention and use the techniques to prevent and intervene in crisis situations, which may include physical intervention when needed.
 - Attend and contribute to all scheduled meetings including weekly staff meetings, rounds supervision meetings, treatment reviews and in-service meetings.
 - Abide by the NYS Justice Center and the SAI Codes of Conduct/Ethics.
 - Perform any additional responsibilities as assigned/requested.

I have read and understand my job description duties:

Counselor – Residential

Employee Signature: _____

Date: _____

Print Name: _____

Supervisor Signature: _____

Date: _____