



**TITLE:** Associate Counselor

**RESPONSIBLE TO:** Haven House Program Director

**POSITION:** Associate Counselor \$10.39-13.26 per hour, DOQ

**QUALIFICATIONS:** Minimum of 21 years of age. BA or Associate's Degree and 2 years experience working with adolescents. Must be able to obtain a valid Washington State Driver's License within 30 days of employment. . Proof of personal auto insurance levels at or above a \$100,000 combined single limit must be provided once offer of employment is accepted. Must complete and show proof of required trainings to meet licensing requirements. Sensitive and responsive to the cultural differences in the organization's service population.

**JOB DESCRIPTION:** Provide safe and nurturing milieu for youth ages 12 – 17, helping to resolve crisis and family conflict in order to strengthen the family unit and aid in the avoidance of further out-of-home placement. Provide individual and group counseling. Coordinate and supervise program services for youth placed. This is a non-exempt position.

#### **MAJOR RESPONSIBILITIES AND RELATED TASKS:**

##### **A. Client Service:**

1. Maintain a healthy living environment for youth in residence to minimize crisis behavior.
2. Plan and prepare meals to meet basic living needs of youth.
3. Coordinate youth activities on a daily basis to positively structure day(s) and evening(s) for residents.
4. Perform assessment and utilize behavior modification techniques to facilitate positive behavior changes in residents.
5. Record significant interactions and behavioral data to complete paperwork and develop treatment plans.
6. Provide individual and group counseling to residents to facilitate personal growth and to minimize crisis situations.
7. Maintain the program structure to provided residents with clear and consistent expectations.
8. Inform Program Director of significant activities as related to residents and facility.
9. Complete incident reports and notify appropriate parties when necessary
10. Complete intake interview, including paperwork, with youth upon admittance to gather critical data.
11. Act as a crisis liaison for the public by providing telephone counseling, assessment and networking with other community resources.

##### **B. Case Management:**

1. Facilitate the creation of a support system for youth in placement.
2. Complete required paperwork in order to provide accurate information to relevant sources.
3. Develop an individual treatment plan with the client upon entering residence in order to have a measurable, goal-orientated plan.
4. Assist case manager in behavior assessments.
5. Maintain resident case records and required paperwork to meet licensing standards and to effectively communicate accurate and current information.

##### **C. Staff Development:**

1. Attend all staff meetings and contribute input on program and agency issues.
2. Attend scheduled in-service training for on-going development of professional skills.

##### **D. Other:**

1. Meet with supervisor on an annual basis to review performance and job description.
2. Maintain flexibility as an agency team member to accomplish overall agency goals.