

# Alston Wilkes Society

## Job Description

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**Position Title: Residential Counselor**

**Program: Youth Home**

**Reports to (Position): Facility Director**

**Location: Columbia Youth Home**

**Date Written/Revised: 8/11/2012**

**Job Status:**  Exempt or  Non-exempt  
 Part time or  Full time

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**Job Summary:** Residential Counselor, under direction of the Facility Director, is responsible for ensuring the overall safety of clients in the program and assisting with the implementation of therapeutic programming to clients.

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### **Primary Duties and Responsibilities:**

1. Responsible for ensuring the health and safety of clients.
  2. Provide internal and external physical security and cleanliness for the facility.
  3. Assist residents in maintaining acceptable personal hygiene.
  4. Conduct personal property inventories and initial introductions of new residents.
  5. Assist residents in adhering to scheduled program activities, chore completion, and program rules/regulations.
  6. Provide transportation for residents as required.
  7. Provide direct resident supervision while on duty.
  8. Maintain all required documentation in case records in a timely manner.
  9. Attend staff training as required.
  10. Participate in facility staff meetings as scheduled.
  11. Adhere to all agency policies and procedures.
  12. Aid in developing program goals as appropriate.
  13. Provide input for planning and operation of agency.
  14. Support agency activities.
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### **Minimum Qualifications:**

Knowledge Of:

- Child and Adolescent Development
- Child Welfare System and Family Systems
- Behavior Management Techniques and Crisis Intervention

Skills In:

- Communicating effectively with clients
- Providing care to residents with special needs
- Managing a group living environment
- Basic first aid and identification of medical needs

Education and Experience:

- Must possess a Bachelor's Degree OR
  - Must be pursuing a Bachelor's Degree
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**Licenses, Training and Certification:**

- Valid SC Driver's License
  - Proof of Auto Liability Insurance if required
  - Proof of education and credentials will be required for employment
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**Employee Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_