



Atkinson Family Services

Job Description

JOB TITLE: Child Care Counselor

DEPARTMENT: Short Term Residential Therapeutic Program (STRTP)

REPORTS TO: STRTP Assistant Manager & STRTP Administrator

INITIAL REQUIREMENTS

Child Care Counselors shall meet one of the following requirements to be considered for employment:

- A. Have a Bachelor of Arts or Sciences Degree,
- B. Have a valid Child Development Teaching Permit,
- C. Have completed 1 semester units of Early Childhood Educations and have at least 100 hours of experience working with youth,
- D. Have a valid certificate as an Alcohol Counselor, Drug Counselor or Alcohol and Drug Counselor, and have at least 100 hours of experience working with youth,
- E. Have a valid Vocational Training certificate, credential, or documentation demonstrating that the applicant is a trade journey person who instructs children in vocational skills and have at least 100 hours of experience working with youth, or
- F. Have previously been employed as a staff or volunteer at a group home or short-term residential therapeutic center for at least one year.
- G. Have relevant experience as determined by the department to meet any of the above requirements.

Employment is also subject to meeting the following requirements:

- A. Must complete an application that is accurate and true.
- B. Must be 21 years of age or older
- C. Must be able to get a criminal record and a child abuse index clearance.
- D. Must have a current California driver's license.
- E. Must have an acceptable driving record, be insurable through the agency's insurance company, and meet the agency Driver Qualifications and Standards.
- F. Must be free of any communicable diseases that may pose a threat to the health and safety of the clients and pass a health screen, a drug and alcohol screen and a TB screen.

CONTINUING REQUIREMENTS

Continued employment is subject to maintaining the Initial Requirements and to the following:

- A. Being current on all required training.
- B. Passing Physical Restraint Training.
- C. Being in compliance with the Employee Handbook.
- D. If employee is using their own vehicle on agency business then they must have valid private insurance that meets California's minimum requirements.
- E. Be able to provide a clearance from a doctor anytime the employee is taking medication



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that may impair judgment regarding the safety of oneself or others

F. Must maintain items C, D, E, and F listed above in the Initial Requirements

DUTIES:

Cares for, supervises, and counsels a group of clients housed at an Atkinson Family Services facility by performing the following general duties and responsibilities (specific duties will be determined by the shift that is worked and the facility you are assigned to):

- A. Awakens clients each morning and ensures they are dressed, fed, and ready for school or other activity.
- B. Directly supervises the daily activities of the clients, i.e., homework, exercise, games, planned activities, assigned duties, community meetings, etc.
- C. Protect and Care for all clients individually and in groups, at all times, which includes awareness of where each client is and what they are doing at all times.
- D. Assist with the provision of, or access to core services and supports, daily activities, and emotional and social supports.
- E. Assist each client with their individual program goals and with working with the group.
- F. Transports clients to school, appointments, and/or planned activities.
- G. Gives instructions to clients regarding desirable health and personal habits.
- H. Plans and leads recreational activities and participates or instructs clients in games.
- I. Resolves problems with clients in accordance with agency's policies and procedures.
- J. Learns and administrates agency's discipline policies and procedures for the facility, and sets limits for behavior.
- K. Assists each client with completing their daily evaluation form, tracking behaviors and notating client's progress and identifying the possible need for additional professional services, and communicating those findings to the proper professional staff.
- L. Assist clients with housekeeping duties when needed.
- M. Works with clients that have difficult behaviors and physically restrain them if required.
- N. Documents pertinent information regarding each client in the daily log including: client's activities, progress made, and areas of concern.
- O. Report to the Facility Manager on-shift to address any issues that come up during that shift.
- P. Conducts fire and earthquake drills once per month, and is required to evacuate during a fire alarm or other emergency.
- Q. Is able to effectively communicate with Community Care Licensing representatives, County social workers, and other collateral service providers.
- R. Is required to know and follow the facility's Evacuation Plan and the Emergency Disaster Plan.
- S. Records the weight of each client monthly.
- T. Distributes medication in accordance with the agency's policies and procedures.
- U. Attends all assigned staff training and seminars as directed.
- V. Attends facility staff meetings.



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- W. Is responsible to know the contents of the facility's Program Statement.
- X. Is required to know and follow the Client's Personal Rights.
- Y. Is required to report unsafe work conditions.
- Z. Any and all other duties as assigned by supervisor that may be necessary to ensure the health and safety of the clients in the facility..

ESSENTIAL JOB DUTIES:

The following job duties are essential to the position of Child Care Counselor.

- A. Physically restrain clients when appropriate.
- B. Drive agency vehicles.
- C. Effectively communicate with clients and coworkers.

SUPERVISORY RESPONSIBILITIES:

This job has no staff supervisory responsibilities.

COMPETENCIES:

The Child Care Counselor should demonstrate the following competencies:

A. Problem Solving:

1. Identifies and resolves problems in a timely manner.
2. Gathers and analyzes information skillfully.
3. Develops creative and alternative solutions.
4. Works well in group problem solving situations.
5. Uses reason even when dealing with emotional topics.
6. Focuses on solving conflict, not blaming.

B. Technical Skills:

1. Assesses own strengths and weaknesses.
2. Pursues training and development opportunities.
3. Strives to continuously build knowledge and skills.

C. Client Services:

1. Manages difficult or emotional client situations.
2. Responds promptly to client needs.
3. Responds to requests for service and assistance.
4. Follows through on commitments.

D. Communication:

1. Speaks clearly in positive or negative situations.
2. Listens and gets clarification.
3. Responds well to questions.
4. Actively participates in meetings.
5. Writes clearly and informatively.
6. Edits work for spelling and grammar.
7. Able to read and interpret written information.



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E. **Teamwork:**

1. Balances team and individual responsibilities.
2. Exhibits objectivity and openness to others' views.
3. Gives and welcomes feedback.
4. Contributes to building a positive team spirit.
5. Able to build morale and group commitments to goals and objectives.

F. **Leadership:**

1. Exhibits confidence in self and others.
2. Inspires and motivates others to perform well.
3. Displays willingness to make decisions.
4. Exhibits sound and accurate judgment.
5. Supports and explains reasoning for decisions.

6. Includes appropriate people in decision-making process.
7. Makes timely decisions.

G. **Quality:**

1. Demonstrates accuracy and thoroughness.
2. Looks for ways to improve and promote quality.
3. Applies feedback to improve performance.
4. Monitors own work to ensure quality.
5. Demonstrates attention to detail.

H. **Ethics:**

1. Treats people with respect regardless of their status or position.
2. Works ethically and with integrity.
3. Shows respect and sensitivity for cultural differences.
4. Promotes a harassment-free environment.

I. **Organizational Support:**

1. Upholds Atkinson Family Services Mission, Values, and Purposes.
2. Follows policies and procedures.
3. Completes administrative tasks correctly and on time.
4. Conserves Atkinson Family Services funds, equipment, supplies, vehicles, and facilities.

J. **Planning/Organizing:**

1. Prioritizes and plans work activities.
2. Uses time efficiently.
3. Organizes or schedules clients and their tasks.
4. Develops realistic action plans.

K. **Professionalism:**

1. Approaches others in a tactful manner.
2. Reacts well under pressure.
3. Accepts responsibility for own actions.
4. Adapts to changes in the work environment.
5. Changes approach or method to best fit the situation.



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6. Able to deal with frequent change, delays, or unexpected events.
7. Asks for and offers help when needed.
8. Completes work in timely manner.
9. Maintains confidentiality.
10. Keeps emotions under control.
11. Remains open to others' ideas and tries new things.
12. Is consistently at work and on time.
13. Arrives at meetings and appointments on time.
14. Follows instructions.
15. Responds to management direction.
16. Completes tasks on time or notifies appropriate person with an alternate plan.

L. **Safety and Security:**

1. Observes safety and security procedures.
2. Reports potentially unsafe conditions.
3. Uses equipment and materials properly.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- A. **Education and/or Experience:** Qualify under one of the initial requirements listed on page one.
- B. **Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals in English. Ability to write routine reports and correspondence in English. Ability to speak effectively before groups of clients or agency employees in English.
- C. **Mathematical Skills:** Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money, time and weight measurement, volume, and distance.
- D. **Reasoning Ability:** Ability to solve practical problems and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- E. **Computer Skills:** Prefer a basic knowledge of Word Processing software.
- F. **Certificates, Licenses, Registrations:** Valid California Driver's License.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to



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enable individuals with disabilities to perform the essential functions. While performing the duties of this job:

- A. The employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear and taste or smell.
- B. The employee is frequently required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit.
- C. The employee must regularly lift and /or move up to 10 pounds, occasionally lift and/or move up to 25 pounds, and in rare situations move more than 100 pounds.
- D. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job:

- A. The employee is frequently exposed to outside weather conditions.
- B. The employee is occasionally exposed to wet and/or humid conditions.
- C. The noise level in the work environment is usually moderate but may often be high.
- D. The employee is frequently exposed to verbal aggression by clients and occasionally physically assaultive aggression.

ATTACHMENTS:

- A. Insurability Driver Requirements
- B. Professional Boundaries

By signing below, I acknowledge that I have received, read, understand and have had the opportunity to have any questions I have answered about the above job description; and if at any time it is discovered that I do not meet the requirements listed above, I will no longer be eligible for employment with Atkinson Family Services. My signature also acknowledges that Atkinson Family Services reserves the right to make changes to this document to improve clarity and accuracy, to better comply with governmental regulations, or to better serve Atkinson Family Services.

Employee

Date

Human Resources Representative

Date

Initial