



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Group Counselor I	(Full-time [Union], Part-Time & On-Call [Non-Union])
<b>PROGRAM / DEPT:</b>	St. Vincent's School for Boys	
<b>REPORTS TO:</b>	<b>Program Supervisor</b>	<b>FLSA STATUS:</b> <u>Non-Exempt</u>
<b>NON-UNION or UNION:</b>	Union	<b>SUPERVISOR OR MANAGER?:</b> <u>Yes</u>
<b>CREATED DATE:</b>	08/11/2017	<b>UNION CLASSIFICATION:</b> <u>GCI</u>
<b>REVISOR DATE:</b>	05/05/2017	<b>UNION TITLE:</b> <u>Group Counselor I</u>
		<b>REVIEWED DATE:</b> <u>05/05/2017</u>

### PROGRAM & POSITION SUMMARY

St. Vincent’s provides residential treatment and mental health services to over 85 boys, ages 7-18, who are referred from in-patient psychiatric facilities and county agencies throughout Northern California each year. A combination of therapeutic, educational, day treatment, and recreational programs address the multiple and diverse needs of each child. The boys live in five residential houses, which are staffed 24 hours a day, on the St. Vincent’s campus.

Group counselors collectively develop and maintain secure home like environments in which children ages 7-19 with severe emotional disturbances can experience stable, healthy attachments and develop more age appropriate social skills. Group counselors implement and integrate the children’s treatment plans throughout all aspects of the children’s day to day activities. Group counselors also carry out various agency policies and procedures to ensure the smooth administration, coordination and operation of the various residential programs. Group Counselors are responsible to the Program Supervisor, their designees, & the On-Call Supervisors.

### ESSENTIAL DUTIES & RESPONSIBILITIES

- Set nurturing, but firm and consistent limits for individual residents and the group, so as to facilitate both individual and group control, and to model and teach both individuals and the group how to develop age-appropriate behavior and self-control.
- Develop, encourage, and model participation in established campus and house schedules, routines & programs.
- Help residents contain their impulsive and dangerous behaviors, through the establishment of the aforementioned structured, consistent routines, through the maintenance of the aforementioned limits, through verbal intervention and redirection as necessary, and finally, when necessary for the purpose of maintaining safety, through the use of seclusion and, as a last resort, physical containment within established agency protocols.
- Perform general housekeeping responsibilities such as cleaning, menu planning, shopping cooking and laundry, as they relate to individual residents, the group, and the overall upkeep of the house, and model and teach the execution of those responsibilities as well.
- Perform food preparation duties such as: a) Menu planning, b) Prepare and serve meals. c) Supervise clean up of kitchen and dining areas, storage areas, and ensure all necessary areas are

- secured. d) Involve residents in preparation, serving and clean-up as appropriate. e) Prepare meal production records, and document residents served.
- Creatively implement, participate in, and make use of the philosophy, opportunities, and facilities of the ongoing educational, clinical, recreational, day treatment and extracurricular programs designed to meet client needs.
  - Transport and supervise residents to, from and during various outings, locations, appointments, home visits, & community based activities in accordance with all procedures and policies regarding outings and the use of Agency vehicles, including the ability to obtain a valid California driver's license and other licenses as necessary to operate agency vehicles.
  - Be familiar with individual residents' treatment plans, and integrate residents' treatment plans into all aspects of their day to day treatment at St. Vincent's, including all the above mentioned day to day activities, and crisis intervention.
  - Provide documentation such as charting in resident logs, critical incident reports, communication logs, day treatment logs & reports and milieu reports.
  - When required, participate in individual, group, and family therapy, as directed by any administrator or clinician.
  - Act as partner to parents and facilitate family contact, as appropriate.
  - Participate in case conferences and, as required, other treatment planning forums such as I.E.P.s and court hearings.
  - Be familiar with and liaison with Health Care Services, and implement health care systems and procedures such as infection control, first aide, diet, and medication distribution within the individual residents' treatment plans.
  - Be familiar with the philosophy and procedures of residents' education programs, and act as liaison between their schools and the house programs. Assist in the integration of school input into other modalities, and other modalities back into the school program. Be available for crisis intervention work at the school and act as a support system while residents are in attendance.
  - Be familiar with and make use of, as necessary, the administrative organization of St. Vincent's and its established decision-making supervisory channels.
  - Participate in regularly scheduled supervision with immediate supervisor and be able to receive feedback, make changes, and discuss your own issues as they come up and relate to the job.
  - Participate in regularly scheduled staff training and apply training to the work.
  - Be familiar with and implement, as required, agency policies and procedures regarding emergency situations.
  - Be familiar with and administer, according to established policy and procedures, house accounting systems and the following: a) Clothing and personal need allowances b) Personal allowances c) Recreation funds d) Food & house supply purchasing.
  - Be familiar with and properly utilize Agency forms, ledgers, logs and charts.
  - Help orient and train new staff, as directed by the Program Supervisor and/or Team Leader.
  - Maintain awareness of the nurturing aspects of all Group Counselor duties, and perform these Group Counselor duties in such a way as to foster appropriate nurturing aspects.
  - Perform all other such duties as directed by supervisor.
  - Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

## 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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

### **Education & Experience:**

- Experience with residential treatment, teaching, recreation, childcare, or other social service work is preferred.

- Must possess a valid California Driver’s License.

**Knowledge, Skills & Abilities:**

- Possess a valid California Drivers License.
- Ability to work weekends and evenings.
- Ability to be a positive role model for individual residents and the group
- Ability to maintain supportive relationships with other staff.
- Ability to both give and receive feedback
- Maintain high standards of personal hygiene, grooming, and appropriate standards of personal dress
- Maintain clear boundaries between personal life and professional behavior on the job.
- Display situation-appropriate emotional responses.
- Maintain identification within the duties and responsibilities of a Group Counselor as outlined in this job description, not with the identity of the residential group.
- Consistent in supporting agency policies, philosophy, and ethics.
- Punctual in arriving for shifts, meetings and appointments.
- Demonstrates the necessary attitudes, knowledge and skills to deliver culturally competent services and work effectively in cross-cultural situations.

**Prerequisites Required Prior to the First Day of Employment:**

Fingerprints: <b>Required</b>	TB Screening - Negative Tuberculosis Test: <b>Required</b>	First Aid Certificate: <b>N/A</b>
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**COUNCIL ON ACCREDITATION (COA) ROLES**

- Is responsible for accurate and timely data entry that aids Performance and Quality Improvement (PQI) reporting and case record reviews.
- Is responsible for accurate and timely submission of case records.
- Serves on a quarterly case record review committee for Performance and Quality Improvement (PQI) reporting.
- Serves on department or program Performance and Quality Improvement PQI Committee responsible for monitoring goals and reporting.

ELT/SLT

Serves on monthly committee for Performance and Quality Improvement (PQI) committee.

Serves on Performance and Quality Improvement PQI Committee responsible for monitoring goals and reporting.

**PHYSICAL REQUIREMENTS**

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Frequent bending, standing, stooping, kneeling, reaching, twisting, and walking.
- Occasional lifting, pushing, and pulling.
- Occasional repetitive motions: Making substantial movements (motions) of the wrists, hands, and/or fingers.
- Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

- The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned.
- Must be able to drive at night.

If driving a car is required for the position, incumbent must have a valid California driver's license and be able to provide proof of DMV record and personal insurance (if required.)

## **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.

- The work environment is a residential treatment center for children and adolescents.
- Noise level in work environment is usually moderate in accordance with a typical treatment milieu containing up to 14 clients.
- May include contact with clients with mental health issues who demonstrate behaviors such as use of profanity, shouting, running away, self harm and violence.
- The work environment will include children ages 7-19.
- May be exposed to odors such as perfumes, cleaning products, and clients who experience difficulty with personal hygiene.
- Occasionally exposed to outside weather conditions.
- The work environment may include driving an agency vehicle.

**DISCLAIMER:** The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

*CATHOLIC CHARITIES IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER and is committed to providing equal employment without regard to race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, legal domicile status, veteran status, disability or AIDS/HIV status or any other characteristic protected under federal or state law.*

*Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.*

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*Employee Signature*

*Date*

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*Supervisor/Manager Signature*

*Date*