



Job Description

JOB TITLE: **Child Care Counselor, Special Emphasis** (a.k.a. Child Care Worker, CCC-SE)
Exempt: No
Department: NPS / Residential
Reports to: Director of Educational Services / Program Specialist (PS) or FA

SUMMARY: The Child Care Counselor, Special Emphasis will ensure and promote a safe and positive learning environment, effectively caring for, supervising, counseling, and managing crises and emergencies. Under the direction of the Director of Educational Services, PS and/or their designee, work with team to assist in the oversight and implementation of all programmatic functions as well as implementing Individualized Treatment Plans and Individualized Education Programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- **Maintain** a therapeutic environment by: supervising youth, using positive discipline and associated behavior modification techniques, using crisis intervention techniques effectively, and counseling/teaching e.g., in life skills.
- **Observe and promptly respond to behavioral issues, adhere to safety standards and encourage living habits, listen and problem solve** to provide a safe, secure, and positive environment for each resident.
- **Enforce daily program schedule, under the direction of the Director of Education, Program Specialist and/or their designee, and ensure treatment plans are effectively implemented as directed.**
- Provide educational instruction consistent with the resident's goals per his Individualized Education Program.
- Provide support to the teacher as evidenced by, but not limited to, correction of student errors, monitoring of student progress, fostering student motivation, engaging students in productive activities, and preparing supplies, materials, and equipment.
- Documentation of resident's daily behavior via New Haven protocol and using New Haven reports and processes.
- Teach residents desirable health and personal habits and teach/model for residents Independent Living Skills (i.e. housekeeping, cooking).
- Operate van or company vehicle safely when driving residents, **adhering to reasonable cleanliness standards and notifying appropriate personnel of maintenance concerns.**
- Administer medications and any medically related protocol according to **safe and regulated** policies and procedures
- Perform related duties as assigned.
- Attend all staff trainings and meetings and demonstrate competency in associated knowledge and skills and maintain all required certifications.

Child Care Counselor, Special Emphasis continued:

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, demonstrating competency and understanding of Pro-ACT, Life Space Crisis Intervention (LSCI) and emergency procedures. Must also demonstrate a competency and understanding of the principles and practices associated with being a Turn-Around Teacher/Counselor. **Must be able to interact well with others, understanding and following rules and directions from supervisor. Must be able to accept constructive criticism and to contribute to an environment free of harassment and without unlawful discrimination. Must be able to work under stress and work without causing danger or disruption to others. Must be able to maintain satisfactory attendance and be punctual.**

EDUCATION AND/OR EXPERIENCE:

Bachelor's Degree required. Education in behavioral field and/or experience with like youth with sub credential (or ability to pass CBEST and apply for credential) preferred.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Employee must sign-up and attend the following training within the first thirty days of employment.

1. Pro-ACT (Professional Assault Response Training)
2. Basic First Aid
3. CPR

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 maybe made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee is occasionally required to sit.

The employee, in conjunction with their team (partner or up to 3 additional employees) must have 100% height and weight advantage over any resident in which they may potentially need to restrain. They occasionally may move more than 100 pounds and frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the 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.

The noise level in the work environment is usually loud.

While performing the duties of this position, the employee may travel by company vehicle and is exposed to changing weather conditions.

Child Care Counselor, Special Emphasis continued:

OSHA CATEGORY: This position performs tasks that involve exposure to blood, body fluids, or tissues, and employment may require performing unplanned procedures. All New Haven employees are required to be tested for TB and provide evidence of clear status before beginning to work.

Comments:

This description is intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.