

## COALITION FOR HISPANIC FAMILY SERVICES

### *Job Posting*

**Job Title:** Senior Counselor/Counselors/Primary Counselors  
**Department:** Community Residence  
**Date Available:** Immediately  
**Date Posting:** August 27, 2020  
**Deadline to Apply:** Open Until Filled

**To apply:** Submit a resume and cover letter with qualifications to Abigail Feliciano, Program Director, at [AFeliciano@hispanicfamilyservicesny.org](mailto:AFeliciano@hispanicfamilyservicesny.org)

#### **Job Description and Responsibilities of Senior Counselors/Counselors / Primary Counselors)**

Counselors will be responsible for the daily supervision and care of residents in the program. Counselors must have an associate's degree in human services and experience working with SED children and adolescents or a H.S. diploma/GED. Experience and knowledge in working with children who are experiencing social, emotional, mental health and/or behavioral challenges preferred. All counselors shall:

- Provide individualized care and supervision of each resident
- Model positive behaviors and implement the core values
- Use strength-based intervention, communication and practices to build assets/resiliency
- Assess, instruct and measure daily and independent living skills
- Provide a therapeutic milieu and promote appropriate socialization
- Create a warm, caring, home-like environment by modeling responsibility and pride in performing household duties
- Participate in the service planning and review process
- Deliver services in accordance with service goals and objectives

- Employ trauma-sensitive practices
- Accompany, supervise, and provide transportation (when necessary) for appointments, home visits, sibling visits and activities
- Promote family involvement and reunification as appropriate, especially through regular and on-going communication with families, strength-based approaches, and creative strategies to strengthen child/family relationships
- Provide counseling and support (or provide informal, one-on-one counseling support)
- Ensure adherence to medication regimen
- Foster child's control of own behavior
- Provide crisis intervention
- Report incidents, occurrences or untoward events to the supervisor as soon as they occur and complete appropriate agency paperwork (entry in progress note, log or internal incident report)
- Complete all assigned documentation in a timely fashion
- Assist in residence household duties (general cleaning, laundry, shopping, meal planning and preparation); train and supervise children in developing these skills
- Ensure all youths have proper clothing for all seasons (includes underclothing), shoes (daily and dress up shoes), sneakers (at least 2 pairs), raincoats, spring jackets, winter coats, gloves (for snow and cold days), scarves, hats, at least three (3) school uniforms if required.

**Senior Counselors shall also**

- Supervise and monitor counselor's interaction with children and families
- Model positive interaction with children and families and with staff
- Provide for training of counselors in core competencies
- Assign daily tasks and coverage as needed
- Ensure that there is proper staff coverage for shift
- Ensure all documentation per shift is adequate and completed in a timely fashion
- Conduct monthly fire drills and complete appropriate paperwork. Ensure that all children in the residence are aware of the fire escape route and staging plan