



EAGLE RANCH

Assistant Counselor

REPORTS TO: Counselor for Home and Director of Treatment

EMPLOYMENT CLASSIFICATION: Full-time.

PURPOSE OF THE POSITION:

Assistant Counselors are assigned to individual homes and partner with a home's Houseparent Couple to provide care for up to seven children. They help to create a safe, stable environment where children can work on their issues and practice new behaviors. In addition, the Assistant Counselor provides their Houseparent Couple with full relief of their responsibilities during designated break times.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Follow directives of their Counselor and the Director of Treatment in the implementation of the treatment program and comply with policies and procedures as outlined in the Child Care Staff Training Manual for Assistant Counselors.
2. Offer one-on-one time with the children to help them process their issues.
3. Assist with the facilitation of the group process in the home.
4. Assist in communicating with the child's parents regarding the progress of their child and encourage them to embrace the treatment program.
5. Communicate regularly with Houseparent Couple and Counselor to facilitate treatment in the home.
6. Actively participate in team meetings and staff training sessions
7. Assume the responsibilities of the Houseparent Couple in their absence.
8. Along with the other Assistant Counselors, plan and implement group development and recreational activities.
9. Additional responsibilities may include teaching PE, supervising children during school lunch time or assisting with administrative work in the office.
10. Other responsibilities that may be assigned by the Director of Treatment.

QUALITIES:

1. Passion to work with children
2. Good character, health and emotional stability.
3. Regularly attend church.
4. Agree with Eagle Ranch Statement of Faith.
5. Flexible. Have the ability to adjust to sudden changes in schedule.
6. Able to learn, develop, and put into practice discipline and behavior management skills.
7. Good verbal communication skills.
8. Willing to be open and honest in relationships.
9. Willingness to learn, grow and be challenged.

REQUIREMENTS:

1. Education and Experience
 - a. Bachelor Degree. Counseling or related field preferred, but not necessary
 - b. At least twenty-one (21) years old.
 - c. Previous work experience with children, ages 8-18, is desirable (Boy/Girl Scouts, church youth group, Big Brother/Sister program, etc.), as are references indicating ability to work well with people (other staff and supervisors).
 - d. Ability to follow oral and written instructions.
2. Physical
 - a. Ability to lift up to fifty (50) lbs – men; twenty-five (25) lbs – women.
 - b. Must be able to swim.
 - d. Ability to drive fifteen (15) passenger van.
 - e. Ability to organize and participate in sports with children.
3. Lodging and Meals
 - a. Must live on Eagle Ranch in provided housing.
 - b. While on duty, must eat meals with the children.

- c. Must be available in an emergency to move into a home and assist or fill-in for the Houseparents.
- d. Able to get along in Ranch-provided housing with other Assistant Counselors of same gender (5 other men or 3 other women).

4. Other

- e. Able to provide strong spiritual role model for children.
- f. Able to participate in group therapy sessions with the children.
- g. Able to discipline children fairly and in compliance with Ranch and home policies.
- h. Able to supervise/coordinate activities of up to ten (10) children simultaneously.
- i. Punctual in arriving for work.
- j. Valid Georgia driver's license.
- k. Good physical and psychological health, as assessed by employment exams and job performance.
- l. Mature enough to recognize and avoid situations that may be considered dangerous for the children or a liability risk for the Ranch.

I have read this job description and understand my job responsibilities.

Employee Name (Print)

Employee Signature

Date