



Strengthening Community, One Person, One Family at a Time

JOB DESCRIPTION

Title: Youth Counselor for the Intellectually Disabled

Supervisor: Disability Services Supervisor

Work Hours: 20 hours/week

(M-F 4:00p – 8:00p, summer and weekend hours may vary)

FLSA: Non-Exempt

Classification: Part-Time

Pay Rate: \$15 - 15.50/hr

Summary

Under the direct supervision of the Disability Services Supervisor, the Youth Counselor for the Intellectually Disabled is responsible for modeling positive social enhancement to youth with challenging behaviors coming from various backgrounds.

Job Duties

- Prepare and organize necessary equipment and supplies prior to scheduled activities, and ensure inventory is replaced and/or items are returned after use.
- Engage in program activities with program participants.
- Travel for community activities as required.
- Supervise program participants during activities to ensure their safety and proper conduct.
- Maintain order and adhere to operating procedures during program hours.
- Keep accurate records and data for assigned individuals, including, but not limited to, incident reports and billing forms.
- Attend staff meetings and training sessions as scheduled by supervisor.
- Contribute to the development and implementation of programs.
- Attend four overnight respites a year, which include working from Friday to Sunday.
- Perform other duties as assigned by supervisor.

Knowledge, Skill and Abilities

- Provide person-centered support.
- Promote confidentiality, privacy, human dignity, uniqueness, and physical and emotional well-being while supporting individuals to lead a self-directed life.
- Possess cultural competence, advocate for people with disabilities, and serve as a mentor.
- Remain calm and level-headed under pressure, while continuing to perform job duties.
- Foster team collaboration through open communication, sharing of responsibilities, and a positive and constructive attitude.
- Stay up-to-date with all state and agency regulations and procedures.
- Excellent verbal and written communication skills, and interpersonal skills.
- Excellent organizational, analytical, and problem-solving skills.
- Willingness to play/join the youth in physical activities.
- Demonstrated ability to relate and interact with diverse youth coming from different social, economic, and ethnic backgrounds.

Physical Elements

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 enable individuals with disabilities to perform the essential functions.

- Must be able to physically perform stooping, kneeling, walking, lifting, grasping, pulling, standing, talking, hearing, running.
- Must be able to perform light work exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Must possess the visual acuity to perform extensive reading, monitor children’s activities, and complete records.
- Must be able to occasionally participate in sports and physical activities.
- Employees may be required to travel short distances.

Qualifications

- *Accepted:* High School Diploma or equivalent with at least two (2) years of experience working in a structured program with special needs youth.
- *Preferred:* Associate degree in social sciences, human service, or a related field with a focus on child/youth development and at least six (6) months of experience working in a structured program with special needs youth.
- Must possess a valid NYS driver’s license and have reliable transportation, with ability to pass driving clearance.

I can, with or without reasonable accommodation(s), perform the essential functions of this position:

Employee Signature: _____ *Date:* _____

Supervisor Signature: _____ *Date:* _____

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT. Nothing in this job description restricts CPGRs ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the agency’s current assignment of essential functions. Those functions may change at any time as the needs of the agency change or for other reasons deemed appropriate by the CPGR.

*The Community Place of Greater Rochester, Inc. is committed to the recruitment of a workforce which mirrors the diversity of recipients of agency services.
We are an Equal Opportunity Employer.*