



JOB DESCRIPTION: Camp Counselor/Direct Care Staff

Responsibilities

General :

- Contributes to Pathways' mission, vision, and program philosophies by way of work product and professional behavior with both internal and external consumers
- Adheres to all current federal & state laws, as well as 3H Policies and Procedures, including the safeguarding of confidential healthcare information and compliance with the Health Insurance Portability & Accountability Act (HIPAA)
- Reports immediately any suspected incidents of child abuse or neglect to his/her immediate supervisor and the Child Abuse Hotline
- Establishes relationships and communicates with residents, caseworkers/probation officers, family members, and staff
- Identifies and seeks resolution for potential problems arising with staff or other involved parties
- Attends staff / agency meetings
- Attends trainings, conferences, workshops, seminars, and any other programs to ensure that 50 hours of continuing education in a year is completed
- Completes other duties as directed by the Program Coordinator and/or Program Administrator

Duties:

- Provides adequate supervision of residents at all times
- Models appropriate behaviors, judgement, and language
- Implements daily activity schedule including but not limited to hygiene, meal-time, chores, school work and recreation.
- Monitors classrooms
- Implements therapeutic interventions with residents when necessary
- Provides feedback to residents for positive/negative behaviors
- Monitors residents while on off-site travel activities
- Implements emergency procedures when necessary
- Responds to emergency and crisis situations involving residents
- Administers all prescribed medications, with proper documentation, and observes for side effects
 - Completes Shift Logs prior to the end of the shift
- Transports residents when necessary

Supervisor: Program Coordinator and/or Program Administrator

Supervises: N/A

Work Hours: This is a full-time, minimum 40 hours per week position including some weekend, holiday, and evening hours

Work Environment: Exposure to the outdoors and year-round weather elements and some indoor office work

Classification: Non-Exempt

Education & Experience

- At least 21 years of age
- High School Diploma or a GED
- Preferred at least two years of prior successful experience working in the child care industry directly with children
- Some college course work in the field of social work, psychology, or recreational therapy or related field

Knowledge, Skills, & Abilities

- Basic knowledge and understanding of needs of children placed in substitute care
- Ability to support the agency's culture, growth, and success through communication, accountability, and positivity
- Ability to be clear headed and decisive based on the scope of the position
- Ability to work efficiently and effectively both individually and as part of a team
- Ability to appropriately accept feedback through the supervision process - thus displaying the willingness to learn, grow, and improve
- Demonstration of positive role modeling and leadership skills
- Dedication to the well-being and successful maturation of residents
- Effective oral and written communication skills
- Competent in using Microsoft Word, Excel, the Internet, and other software applications
- Organizational skills

Additional Requirements

- Proof of valid Texas Driver's License (Type C)
- Access to reliable transportation
- Proof of valid/current auto insurance (only required for employees who transport residents)
- Copy of official state driving record
- Three (3) employment references
- Cleared criminal background check and signed statement regarding felony indictments/convictions
- Cleared TB test results (current within 12 months prior to employment)
- Cleared drug test
- Working cellular telephone at all times for on-call and after-hours availability (Camp Supervisors only)

Physical Demands

With or without reasonable accommodation, the physical and mental requirements of this job may include the following: seeing, hearing, speaking, and writing clearly. Occasional reaching with hands and arms, stooping, kneeling, crouching, crawling, frequent sitting, standing and walking, may be required for long periods of time and may involve climbing stairs, walking up inclines, and on uneven terrain. Additional physical requirements may include, frequent lifting and or moving up to 50 pounds.