



**BIRCHWOOD**  
behavioral health

# Youth Guidance Counselor/Direct Care Job Description

## Mission Statement

*Bringing hope and healing to individuals and families by restoring wholeness in a therapeutic environment through the grace of Jesus Christ.*

**Name**

**Title:** Youth Guidance Counselor/Direct Care

**Wage Classification:** Exempt  
Supervisor

**Department:** Direct Care

**Status:** Full-Time

**Supervisor:** Operations Manager/ Cottage

The Youth Guidance Counselor (also referred to as Direct Care) is responsible for providing therapeutic interactions and supervision to youth who are placed at BBH due to emotional and behavioral diagnosis. Under the supervision of the Operations Manager and Cottage Supervisor, Youth Guidance Counselors are responsible for implementing appropriate treatment strategies with the youth, timely documentation, cleaning duties, cooking duties, psycho-educational groups, and physical activities in a Trauma Informed manner.

The Youth Guidance Counselor must adhere to standards and regulations set by Birchwood Behavioral Health, State of Alaska and the Council on Accreditation. Duties are carried out in accordance with Birchwood Behavioral Health Policies and Procedures, Mission, Values, Philosophy of Care and safeguards to protect the privacy of health information in compliance with the HIPAA Privacy Rule. Youth Guidance Counselors assume additional duties as assigned and may have responsibilities altered during the course of employment.

## **Essential Functions of Position**

- Set up the organization of the cottage routine and shall post such routine in the cottage and in the office
- Shall maintain control of the cottage within the limits of the program policy and licensing standards
- Provided safety, supervision, and monitoring of all clients
- Collect behavioral, instructional and other data as requested
- Teach clients on healthy daily living skills, coping skills and social skills
- Participate in the planning for the clients in our care
- Attend cottage staff meetings and participate as staff
- Participate in and assist the clients to participate in the life of the church and in the general spiritual growth and development
- Complete all necessary documentation as required within a timely manner
- Follow mandatory reporting laws with any and all incidents of harm within 24 hours
- Ability to assist and prepare in meals for all clients
- Work closely with the Residential Clinician, Operations Manager and Cottage Supervisor to provide quality services
- Other duties as assigned.

## **Position Requirements**

**Education/Experience:** In accordance with State of Alaska residential care licensing regulation and Medicaid the Youth Guidance Counselors must be at least twenty-one years of age. It is preferred that Youth Guidance Counselors have earned a Bachelor's degree, or a combination of four years of formal education. Experience working with children may be substituted for the Bachelor's degree.

**Licensure:** All employees of Birchwood Behavioral Health must meet and maintain all statutory, regulatory and licensing requirements of the Department of Health and Social Services and Federal Medicaid standards. It is the responsibility of the employee to notify Birchwood Behavioral Health immediately if they no longer meet requirements. All information regarding these requirements can be located at the Department of Health and Social Services website. ([www.hss.state.ak.us](http://www.hss.state.ak.us))

### **Knowledge, Skills & Abilities:**

- Youth Guidance Counselors must have the ability to relate to and experience in working with emotionally disturbed children/adolescents and their families
- Ability to work well in a team setting and communicate effectively with others
- Ability to self-regulate emotions in crisis situations and respond in a therapeutic and professional manner
- Must be able to read, write, and speak English
- Knowledge and understanding of all agency protocol, policy, procedure, plans program requirements
- Must demonstrate and display an understanding and sensitivity to serving a culturally diverse and/or special needs population
- Must possess a clean driving record and have a valid state of Alaska driver's license along with a valid certificate of insurance and auto registration.
- Must be able to pass a state and federal background check
- Must be organized, efficient, and able to multitask

**Physical Requirements:** Youth Guidance Counselors must be able to: drive and transport students in agency vehicles; move quickly throughout the living unit and outdoor area in order to monitor/supervise student activities, perform emergency procedures, etc. Ability to legibly produce reports regarding students and cottage events; transport self within and possible outside of the Anchorage Borough to meet with schools, families, and other involved parties; supervise and assist students with chores; operate washer and dryer, sort, fold and store laundry; participate in the maintenance of a clean living unit and grounds(shoveling/sweeping snow, raking, picking up trash, etc.); pick-up, carry and store groceries, household and program items; and supervise and participate in recreational and leisure time activities. Youth Guidance Counselors must have the ability to perform sedentary work as well as to be engaged in physical exercise with consumers such as running, walking, hiking, etc. They must demonstrate the ability to perform CPR and First Aid and other physical crisis interventions, as approved by the agency.

**Working Conditions:** Work is primarily performed at the Birchwood Behavioral Health, however, will include activities in the community and occasionally beyond.

**Driving Requirements:** Must be able to drive, have a reliable vehicle, and have a valid certificate of insurance for driving a personal vehicle for transportation between various locations within the Anchorage area. BBH employees do not transport clients in personal vehicles. This is only for one's own individual transportation.

## **Guiding Principles**

### Commitment to family

At Birchwood Behavioral health we believe every individual is at the center for their decision making. Through communication with the family and the youth we can understand the strengths and needs in order to provide the best combination of services and support.

### Humility

We recognize that resources can only provide a certain amount of support. It is our goal to provide therapeutic services in a culturally appropriate manner. Through our resources and expertise we provide the best opportunity and skillset to allow individuals to connect with themselves and their families.

### Relationships

Throughout life at an early age relationships are the backbone of a youth's social structure. Without relationships we would all suffer from a sense of isolation. We hope to develop the skills for individuals to maintain healthy relationships with their parents, guardians, peers and everyone else fortunate enough to enter an individual's social structure.

### Innovation

We understand that not all is perfect in this world provided by God and it is our responsibility to provide the best possible care for our youth. Development is vastly different for every individual, and as such each youth's path must be crafted with precision and care. Innovation excites us all and it is intertwined with our processes to ensure that we can provide the best possible care.

### Spirituality

Many individuals are taught through spiritual affiliation. At Birchwood we understand this and can assist one in improving their relationship with God throughout the daily walk of life. It is not a requirement in our program but we are innovative in creating a plan to meet all needs and wants of the individuals and families.

### Trust

In order to provide this stable environment it is in God we trust to lead ourselves and our connections in a mutually beneficial relationship. It is our responsibility to foster an environment where trust is at the center of our decision making process. We must provide an environment on the basis of trust between the staff members, family members and most importantly the youth.

**Disclaimer**

*This Position Description reflects Birchwood Behavioral Health' best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. Youth Guidance Counselors assume additional duties as assigned and may have responsibilities altered during the course of employment. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not a contract as Birchwood Behavioral Health is an at-will employer. Neither you nor BBH is required to provide notification or just cause for separation of employment. Your signature indicates you have read this Position Description, understand and agree to the essential functions, qualifications of the job, the agency's at-will status, and that you know of no reason why you cannot perform the essential functions of this job.*

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_