

County of Berks

POSITION DESCRIPTION FORM

Position Title: Shelter Care Counselor

Department: Berks County Residential Center

Reports To: Shift Supervisor
(Title)

Wage Category: Exempt Non-Exempt

EEO-1
Category: Protective Service Worker

Union
Classification: AFSCME-eligible

POSITION SUMMARY:

Provide the residents in the ICE/Family Shelter Program with ongoing care while attempting to understand their situation. Responsible for maintaining the atmosphere of security and safety, which will be accomplished through continued training and interaction with other social service agencies.

POSITION RESPONSIBILITIES:

Essential Functions

- Direct supervision of all aspects of resident's daily activities and scheduled programming. Oversight of resident's compliance with facility policies, procedures, and practices. Mentoring, coaching, and counseling residents.
- Planning for and conducting activities with residents.
- Compiling daily statistical logs and report writing.
- Training

Multi Task Functions:

Employee is responsible for the following at all times

- Provides care for dependent children and families within a minimum secure, residential environment.
- Maintains behavioral security of all residents at all times
- Supervises and interacts with the residents at all times
- Maintains a courteous, respectful, and professional demeanor and atmosphere at all times.
- Acts as a role model.

Effective Date 1/2004

Revision Date

MINIMUM EDUCATION AND EXPERIENCE:

- Associates degree or 60 credit hours from an accredited college or university with a preferred field of study in one of the following: Sociology, Social Welfare, Criminal Justice, Psychology or any other related social science field.

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES:

- Working knowledge of the Juvenile Act.
- Working knowledge of Title 55, Chapter 3800, Sections 1-257: Residential Childcare Facility: INS/Detention Standards for Adults, Children and Families: Flores vs. Reno Court Decision.
- Working knowledge of methods, materials, and equipment used in a residential facility.
- Working knowledge of the social and cultural factors that result in institutionalization and the attitudes and group habits of children and families in a residential placement.
- Working knowledge of Microsoft word and general use of computers.
- Ability to supervise all the activities of all residents.
- Ability to interact well with adults and children in normal and emotionally charged situations in a controlled professional manner.
- Ability to keep simple records, prepare progress reports and perform related clerical tasks.
- Must be 21 years of age
- Must pass a criminal history and child abuse clearance
- Must pass a physical and drug screen.

PHYSICAL DEMANDS:

- Ability to physically restrain residents of all ages.
- Ability to run, bend, lift (50lbs.) and carry (50lbs.)
- Ability to sit and stand for up to four (4) hours at a time.

WORKING ENVIRONMENT:

- Duties encompass indoor and outdoor activities, which leads to extremes in temperature, humidity, and precipitation.
- Due to emotional status of residents, the environment can become tense and there is always a possibility of dealing with suicidal behavior.
- Possibility of exposure to contagious diseases.

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.