

Upper Cumberland Human Resource Agency

Job Description

Lead Counselor

Classification:	Non-Exempt
Department:	Residential Centers
Reports to:	Facility Coordinator/Case Manager
Salary Grade:	SA6 - \$16,000 - \$30,000 (<i>Salary may be less than minimum amount listed dependent upon financial restraints of the agency.</i>)
Job Group:	2
Census Code:	2000
2010 SOC Code:	21-1010
Employment:	At Will

POSITION SUMMARY

The Lead Counselor has the responsibilities of carrying out all the rules and regulations of the Group Home while on duty. The Lead Counselor maintains safety for all residents at all times as well as counseling when needed.

MAJOR DUTIES AND RESPONSIBILITIES

- Same as Counselors duties.
- Attends staffing with Psychologist and Case Managers to determine individual program plans and assesses progress.
- Acts as a mediator/facilitator between resident's needs and facility administration.
- Keeps updated progress notes.
- Supervise the other residential counselors in carrying out policies and procedures and approving discipline procedures.
- Helps in writing programs or behavior contracts to be used when individual treatment is required.
- Teaches staff or residents new skills.
- Other duties as assigned.

SKILLS/QUALIFICATIONS

- Bachelor's degree in social work, psychology, and education, a related field, or combination of education and equivalent experience.
- Two years experience working with troubled adolescents preferred.
- Experience working with youth is helpful.
- Valid Tennessee driver's license.

ESSENTIAL FUNCTIONS

- Good verbal and written communication skills.
- Detail oriented.
- May be required to sit for prolonged periods of time.
- Ability to multitask.
- Function and complete job duties within an office environment.

Americans with Disability Specifications

Physical Demands:

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.

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While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

Work environment characteristics 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.

While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time.

The noise level in the work environment is usually moderate.

General Sign Off:

The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have read and understand this explanation and job description.

Employee Signature: _____ Date: _____