



90 Great Oaks Blvd., #108
San Jose, CA 95119
(408) 281-0708
jobs@adventgm.org / www.adventgm.org

JOB DESCRIPTION

POSITION: *Night Childcare Worker*

DEPARTMENT: *Recovery*

EMPLOYMENT STATUS:

- Regular
 Temporary
 Full-Time or
 Part-Time

Regular hours worked: 30 to 54 per week

- Exempt Non-Exempt

REPORTS TO: *Childcare Work Supervisor*

PURPOSE:

The Night Counselor exists to provide supervision to clients and minimize client acting-out when other staff are asleep

ESSENTIAL DUTIES:

- During sleep hours, checks each client hourly
- Packs up and transports belongings when clients are discharged
- Establishes a positive therapeutic relationship with clients, including: unconditional regard, empathy, genuineness, and respect; enforces program consequences and confronts behavior when necessary; provides limits on behavior; utilizes logical consequences and reality therapy; guides and motivates positive behavior; provides safety and maintains structure; implements individual treatment plans
- Completes housecleaning responsibilities both as observed and as specifically assigned by the Childcare Counselor II
- Completes menu one month in advance (in collaboration with other staff)
- Directs, counsels, cares for and supervises youth in their daily living and activity programs
- Is aware of the whereabouts of each client at all times
- Administers medication as prescribed under secure conditions according to the policies and procedures of the program
- Administers urinalysis for drug testing as directed
- Trains and oversees youth in basic skills such as cleanliness, personal care, and grooming; and in social skills such as socially acceptable conduct, negotiation, problem-solving and refusal skills
- Provides crisis intervention and emergency aid when warranted
- Responds to emergencies, runaways, and disturbances as directed
- Communicates, cooperates and coordinates with other facility staff regarding observations and conclusions resulting from work with youth
- Participates in in-service training sessions
- Relieves staff on duty at times of staff changeover only after assuring that building and grounds are in acceptable condition, residents assigned are all present or properly accounted for and moneys are accounted for
- Favorably and honestly represents the agency to visitors of the home (including placement agents, licensing workers, and supporters) and when in the community (on-duty)

**JOB DESCRIPTION:
NIGHT COUNSELOR**

2

- Submits timely incident reports occurring during shift
- Reports all cases of child abuse according to law
- Transports clients in agency van as necessary
- Insures the cleanliness, appearance, safety and maintenance of facility and surrounding grounds; reports all needed major repairs
- Maintains agency and program policies
- Drives from home to home, as directed
- Report all activities, observations, incidents, and visitors in the log daily

MINIMUM REQUIREMENTS:

- At least two years of college is preferred
- Previous internship or employment in work with adolescents is preferred
- Clean DMV record, with no more than one point if under 25 years of age, or no more than two points if over 25 years of age
- Ability to do essential duties
- Good physical health (provide proof via physical exam)
- Negative TB test
- Physical strength and flexibility sufficient to perform duties (including but not limited to reaching, throwing, lifting, carrying, pushing, climbing, stooping, kneeling, crouching, crawling, turning/twisting)
- Visual acuity and adequate hearing to perform duties
- Hear, read, understand and carry out both simple and complex instructions
- Prepare detailed records or reports
- Operate agency vehicles in a safe and legal manner
- Plan and carry out one's own work activities with a minimum amount of supervision
- Work as a member of a team
- Work under pressure
- Count, make simple arithmetic additions and subtractions; and maintain financial records
- Perform simple repair and maintenance
- Inspect, examine and observe
- Laundering
- Sobriety
- Filing and maintaining files
- Meal planning and preparation of regular, nutritious meals

KNOWLEDGE AND ABILITIES:

- Addictions and chemical dependency
- The Twelve Steps of Alcoholics Anonymous, Narcotics Anonymous, and/or Al-Anon
- Effective communication at a level necessary for successful performance on the job
- Ability to interpret and follow instructions and agency policies and procedures
- Application of the principles and techniques given of individual and group counseling and guidance of youth
- Ability to gain the interest, respect and cooperation of other facility personnel, youth, and the public
- Initiative to act independently and make decisions based on the principles provided
- Accurate analysis of situations and effective action
- Think and act quickly in emergencies
- Refraining from co-dependency and Enabling behaviors
- Recognition of the early signs of illness and the need for professional assistance
- Housekeeping, sanitation and personal hygiene
- Accept and use supervisory direction and consultation.
- Maintain strict confidentiality

JOB DESCRIPTION:
NIGHT COUNSELOR

3

Age Limitation: Minimum age is 21 years.

Citizenship Requirement: Pursuant to the law, a person must be either a US citizen, a permanent resident alien or meet the provisions of Section D of Annex 1603 of the North American Free Trade Agreement to engage in business activities at a professional level.

Felony Disqualification: Persons convicted of a felony are not eligible to be appointed to positions of this class.

Background Investigation: Pursuant to the law, persons shall be fingerprinted prior to work in a facility, and shall be subject to a background investigation by Community Care Licensing and the FBI. Persons who have previously been subjected to this in Advent will not undergo any further investigation of this type.

Medical Requirement: Persons shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.