

River Haven Shelter Residential Counselor

Hudson River Housing, Inc.

The River Haven Residential Counselor is responsible for supervising residents of the River Haven shelter in accordance with the program's policies, procedures and regulations as well as the youth's individual plan. The Residential Counselor is also responsible for providing crisis services, handling phone calls, and performing other duties necessary to the safe functioning of the shelter. This position reports to the River Haven Shelter Residential Supervisor.

Major Duties

1. Actively supervises residents of the shelter to insure their safety and compliance with program rules and their individual case plan.
2. Handles walk-ins, incoming phone calls and other requests for services, providing crisis intervention services and/or referring potential clients to Case Managers when immediate intervention is not necessary.
3. Screens youth for housing, conducts brief intake, develops initial case plan and notifies parent/guardian when the situation requires immediate attention and cannot be scheduled in advance with a Case Manager.
4. Provides positive youth development opportunities for youth through planning and facilitating group meetings and enrichment activities.
5. Carries out tasks as requested by Case Managers in accordance with the client's case plan.
6. Follows procedures for emergency and planned discharges of residents that occur on their shift.
7. Prepares meals according to Program menu and supervises mealtime in a manner that fosters a positive atmosphere of mutual respect and support.
8. Ensures that the shelter building is clean and safe by supervising client chore time completing the tasks on the shift change check list, completing other tasks as assigned and reporting identified problems to the appropriate agency staff.
9. Ensures that residents receive prescribed medications and health, mental health, and other services necessary to address their emergency needs.
10. Maintains and regularly reviews confidential client records and shares important information to so that all Program staff have the information necessary to adequately care for the residents.
11. Actively attends and participates in required trainings and meetings and takes advantage of a sufficient number of optional training to ensure annual training requirements are met.
12. May participate in data collection and compilation, procurement of food and supplies, meal planning, community presentations, street outreach, or other activities as assigned.
13. Directly transports and/or arranges transportation for clients in accordance with procedures.

Education, Training and Experience

Must be at least 21 years of age and have a high school diploma or equivalent, with prior youth work experience preferred. Must demonstrate interest and have the capacity to effectively work with runaway, homeless, and at-risk youth and their families. A valid driver's license is required.

Hudson River Housing is dedicated to maintaining a work environment that is free from harassment and discrimination on the basis of age, race, creed, color, national origin (including ancestry), religion, gender or sex, gender identity or expression, sexual orientation, pregnancy (including childbirth and related medical conditions), alienage or citizenship status (unless required by law), disability, reproductive health decision making (including, but not limited to, the decision to use or access a particular drug, device, or medical service), marital status, partnership status, caregiver status, domestic violence victim status, familial status, military status, unemployment status, genetic information (including genetic characteristics), or any other protected status under federal, state, or local laws. Hudson River Housing is dedicated to the fulfillment of this policy with respect to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, compensation, termination, and all other terms, conditions, and privileges of employment.

Employee Signature _____

Date: _____