



Hudson River Housing improves lives and communities through housing with compassion and development with vision. We are dedicated to building strong, sustainable communities by developing and preserving quality affordable housing and helping families and individuals obtain and maintain housing through education, advocacy and support services.

We are a committed group of people from all backgrounds who care deeply about our community and want to make it a better place.

Position: Residential Counselor II

General Description:

The River Haven Residential Counselor II 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 service plan. The Residential Counselor II is also responsible for providing crisis services, handling phone calls, and performing other duties necessary to the safe functioning of the shelter. In addition to the Residential Counselor II duties, Residential Counselor II has additional responsibilities in assisting the Shelter Manager, Case Managers and participating in on-call rotation.

Principal Duties:

- Actively supervises residents of the shelter to insure their safety and compliance with program rules and their individual case plan.
- 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.
- 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.
- Provides positive youth development opportunities for youth through planning and facilitating group meetings and enrichment activities.
- Carries out tasks as requested by Case Managers in accordance with the client's case plan.
- Follows procedures for emergency and planned discharges of residents that occur on their shift.
- Prepares meals according to program menu and supervises/sharing in mealtime in a manner that fosters a positive atmosphere of mutual respect and support.
- Ensures that the shelter building is clean and safe by supervising client chores, completing the tasks on the shift change checklist, completing other tasks as assigned and reporting identified problems to the appropriate agency staff.

- Performing and documenting bed checks throughout the overnight in accordance with Program procedures.
- Ensures that residents receive prescribed medications as well as medical care, mental health, and other services necessary to address their emergency needs.
- Maintaining and regularly reviewing confidential client records and sharing important information so that all Program staff have the information necessary to adequately care for the residents. Reading and making appropriate entries in daily log, client files, crisis contact forms, medication charts and other Program records
- Actively attending and participating in required trainings and meetings and takes advantage of a sufficient number of optional training opportunities to ensure annual training requirements are met.
- Collecting and compiling data, procuring food and supplies, meal planning, conducting community presentations, street outreach, or other activities as assigned that support the Program.
- Directly transports and/or arranges transportation for clients in accordance with procedures.
- Participates fully and equally in on-call coverage rotation with Shelter Manager and Assistant Shelter Manager to find and or cover open shifts.
- If needed, will assume duties of a case manager for a limited number of residents as assigned.
- Assumes supervisor responsibilities in supervisor's absence, assists with training of new employees and supervision of current employees,
- Performing other duties as requested.

Qualifications:

Experience: A minimum of one year related work experience with youth/young adult population is preferred. Must have basic reading and writing skills and strong communication skills. Must demonstrate sensitivity toward the Program's target population, and ability to comfortably and effectively relate to individuals of diverse backgrounds, and be respectful of cultural differences. Must be responsible, non-judgmental, and able to work independently and as part of a team. Must have a strong commitment to personal and professional ethics and standards and be able to set and maintain appropriate boundaries with Program participants.

Education: High school diploma/equivalent is required. A variety of educational experiences and skill sets will be considered for all positions.

Licensing/Certification Requirements: Valid driver's license

Other: Must be at least 21 years of age as required by NYS RHYA Regulations. Must provide a physician's statement annually indicating health is satisfactory for this position. Must provide a statement regarding previous criminal convictions and apply for clearance

through the State Central Registry of Child Abuse and Maltreatment, which will be evaluated to determine suitability for position.

Salary: \$15.00 per hour

Location: City of Poughkeepsie, NY

Immediate Supervisor: Shelter Manager

How to apply: To apply for this role, please email humanresources@hudsonriverhousing.org with 'Per Diem Residential Counselor' as the email subject.

Equity is a core value at Hudson River Housing. We believe in promoting a culture that decenters bias, celebrates difference, enhances equitable communication, and nurtures relationship building.

It is important to us that community members have access to stable means of economic growth. We are continually committed to hiring from within our community including applicants with lived experience that can inform and strengthen our work.

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.