

**SUNRISE CHILDREN'S SERVICES  
JOB POSTING**

**LOCATION: CAP**  
**CONTACT: Darren Neal**

**DATE POSTED: 03/05/2018**  
**POST UNTIL: 03/19/2018**

**JOB TITLE:** Lead Direct Care Counselor

**DIVISION:** Residential Services

**REPORTS TO:** Program Director

**GRADE:** D (Nonexempt) **EEO: 9**

**Effective Date:** 03/24/2007

**PRIMARY FUNCTION & SCOPE OF SERVICE:** Provides supervision to direct care staff during their shift; coordinates shift staff activities and training. Assists in providing a productive, clean, and safe environment for youth to develop, learn, and grow.

**KEY RESPONSIBILITIES & DUTIES:** The responsibilities and duties for this position include, **but are not limited** to the following:

- Supervises shift staff and assists management staff with the supervision of direct care staff according to agency policies and procedures, licensing and accreditation requirements.
- Exhibits professionalism and positive role modeling for clients, peers and outside groups/visitors.
- Assists and facilitates the coordination of residential services to clients in care.
- Ensures the safety of the physical environment. Identifies potential risk factors (in a program environment) and takes measures to reduce those risks.
- Observes, defines and addresses client behavior.
- Provides direct care for residents in the absence of direct care counselors or in conjunction with direct care counselors.
- Assist with personnel management including input into performance evaluations, discipline and orientation. May be responsible for creating and managing direct care staff schedules.
- Maintains confidentiality of client's protected health information and complies with the HIPAA privacy rule.
- Ensures own professional growth and development.
- Ensures that required documentation and paperwork is completed according to agency standards and requirements.
- Provides transportation to clients in care.
- Other duties as assigned

**QUALIFICATIONS**

- **Interpersonal Skills:** Good oral and basic written communication ability and the ability to communicate effectively with the public and with co-workers.
- **Education:** Two years of education from a college or university or a high school diploma or equivalence certificate with five years experience.
- **Experience:** Two years of work experience in a child-caring facility with two years of education from a college or university; or five years work experience in a child-caring facility with a high school diploma or equivalence certificate.
- **Skill:** Understands and applies basic child and adolescent development principles. Knowledge of standardized, but moderately complex policies, procedures and/or operations/programs requiring training and experience. Ability to organize moderately complex tasks and analyze complex issues.
- **Creativity:** Ability to generate imaginative work or ideas which affect moderately complex activities within his/her work group, programs or department; and the ability to conceptualize the implementation thereof.
- **Responsibility:** Significant impact on quality and efficiency of services or operation of agency or revenues/expenses. Permitted to make decisions on moderately complex problems/issues. Many people at this level are on call 24 hours a day, 7 days a week.
- **Supervision:** Assists upper management with the supervision of direct care staff.
- **Other:** Must be able to travel; ability to drive unassisted statewide is required as necessary. Must be capable of physically restraining youths up to 19 years of age.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is frequently required to sit and use hands to finger, handle or feel objects or tools; and to reach with hands and arms.