

JOB DESCRIPTION

JOB TITLE: STAT Support Counselor

REPORTING RESPONSIBILITY: STAT Support Counselor Supervisor

PRIMARY RESPONSIBILITIES:

The STAT Support Counselor works as part of a multidisciplinary team that includes STAT Clinicians, a STAT Support Counselor Supervisor, the STAT Assistant Program Director, Alameda County Social Service staff, and the Assessment Center Public Health Nurse to provide comprehensive care, supervision, and assessment of children in a nurturing, child-friendly environment at the Alameda County Assessment Center. The STAT program serves children and young adults, ranging in age from just a few days up to their 21st birthday. The program is committed to helping them cope with the traumas of abuse and neglect while working to minimize the impact of being separated from their family, home, and community. The STAT Support Counselor is specifically responsible for the basic care and supervision of children, who are admitted to the Assessment Center after being removed from their home for reasons of abuse and/or neglect or who are changing placement within the foster care system. Children stay at the Assessment while they await placement in a foster home, in a group home, or with a relative (23 hour target for clients placements). All job duties are completed with the intention of supporting and stabilizing the child, providing a comprehensive assessment, and preparing him/her for placement.

POSITION:

The Support Counselor position is full-time position with benefits. Shifts will be a combination of four 9-hour shifts including day (7a-4p) and swing (3p-12a).

ESSENTIAL JOB FUNCTIONS:

1. Actively contributes to the comprehensive assessment of the children as part of a the multidisciplinary team:
 - Observes and records children's behavior and emotional and psychological states.
 - Communicates observations verbally and in written format per program protocols.
 - Maintains close communication with other Support Counselors, STAT clinicians, STAT Support Counselor Supervisor, STAT Assistant Program Director, Alameda County Social Service staff, and public health nurse.
 - Completes all required documentation in a timely manner using professional language.
 - Participates in program and agency administrative meetings, group supervision, and professional development trainings as required.
2. Provides warm, nurturing, empathic support to children, including:
 - Sets appropriate limits. Gives feedback as needed which is clear, specific, timely

- and respectful.
 - Effectively communicates behavior choices to children, outlining positive and negative consequences of their choices.
 - Adjusts communication to meet the child's developmental level and style of communication.
 - Models healthy interaction and respectful communication.
 - Communicates constructively and problem solves collaboratively and effectively.
3. In collaboration with other Assessment Center staff, provides crisis intervention and de-escalation intervention when needed.
 4. Conducts intake with children who are brought to the Assessment Center.
 - Makes sure child understands purpose of being at the Assessment Center and what will happen during child's stay.
 - Conducts inventory of child's belongings and secures any valuables that the child has with him or her.
 - Takes picture of child
 - Conducts brief health screening in absence of nurse.
 5. Assures children's basic needs are met including meals, hygiene, and sleep, including:
 - Fixing a child's meal
 - Bathing a child or monitoring a child's shower according to child's age and ability
 - Changing a baby's diaper
 - Getting a child up in the morning.
 6. Completes accurate and timely documentation regarding child's medication according to program protocol. May administer medication to child according to current prescription. Consults with Assessment Center nurse or Assessment Center nurse's supervisor, WCC supervisor, and/or Alameda County child welfare supervisor whenever there is any question about medications or medical concerns.
 7. Monitors activities and whereabouts of children at all times.
 8. Engages children in age appropriate activities.
 9. Maintains a clean, attractive, physically safe environment, including:
 - Washing a child's clothes when needed
 - Washing sheets
 - Putting away folding beds
 - Vacuuming the carpet
 - Putting away toys, games, and craft materials used by children.
 - Maintenance of all living spaces, including kitchen.
 10. Responds cooperatively and flexibly to changes in shift schedule, need for additional shift coverage, scheduling or re-scheduling of meetings
 - Complies with all WCC policies, procedures, and deadlines.
 - Works proactively with supervisors and program director to ensure the quality and strength of the program.
 11. Provides support functions (e.g., answering the phones, greeting facility visitors, filing, etc.).
 12. Completes additional tasks as requested or assigned.

EDUCATION:

- Bachelor's degree in psychology, social work, education, child development, or another social science preferred. Master's degree in a related field a plus.
- CPR, First Aid, and Bloodborne Pathogens certification is required.
- De-escalation techniques is preferred.

BACKGROUND AND EXPERIENCE:

- Prior experience working with children in a residential treatment setting is preferred.
- History of excellent attendance and punctuality in previous jobs.

COMPETENCIES (skills, abilities, knowledge):

- Competencies related to job functions – includes assessment, crisis intervention, accurate and timely medication administration
- Communication skills - communicates effectively and clearly both verbally and in writing
- Efficiency and time management
- Professional conduct
- Problem solving and creativity
- Comfortable working in a multicultural/diverse environment, sensitive to issues of race, class, and ethnicity.
- Able to work independently and collaboratively as part of a multidisciplinary team.
- Familiarity with computers and adequate typing ability.
- Individuals with Spanish language skills are encouraged to apply.

PHYSICAL REQUIREMENTS:

All requirements are subject to possible modification to reasonably accommodate individuals with a disability. Areas are wheelchair accessible.

- Ability to move about as needed throughout the day, including lifting and carrying infants and small children, as well as engaging in play activities.
- Individuals in this position engage in activities such as standing, walking, sitting, getting on the floor to play, kneeling, crawling, etc.
- Requires ability to be physically active up to 9 hours per day.
- Ability to use computer workstation, including keyboard and visual display terminal, for extended periods of time, including, finger, hand, and wrist dexterity.
- Ability to complete tasks in an environment where interruptions are the norm and background noise is present
- Ability to move throughout buildings and between buildings, including stairs or elevator. Ability to occasionally lift, carry and/or put away equipment or parcels weighing up to 20 pounds without assistance

OTHER REQUIREMENTS:

- Must pass a criminal history check.
- Must take a tuberculosis skin test.

WORKING CONDITIONS:

- Position involves working with children who have been traumatized.
- Position involves potential exposure to communicable diseases including the common cold, flu, and tuberculosis.
- Position requires the ability to work irregular hours, including evenings, overnight, and weekends.
- Overnight shifts are **awake** shifts. Support counselor must be awake and alert and able to intake children or attend to any child needs throughout entire shift.
- **Position does not involve restraining children.**

COMPENSATION: \$17.00 to \$17.50 per hour. Includes competitive compensation and benefits package, 403(b) and performance based compensation plans.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are primary to the performance of this job.

This position description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested. WestCoast Children's Clinic reserves the right to revise job descriptions or work hours as required.
