Position Title: Residential Counselor  Date: 2019
Reports To: Residential Program Manager
Supervises others: National Volunteers and Community Volunteers as needed
Classification: Non-exempt  Pay Scale: $12.50 hourly

General Description
The Residential Counselor supports the Mission and Values of Boys Hope Girls Hope. The Residential Counselor is responsible for directing the operations of the home to create a family atmosphere that supports the development of the full child. The Residential Counselor is part of a team of professionals and volunteers. They perform their duties relatively free from direct supervision, acting at all times in a professional manner.

Major Responsibilities
I. Child Development and Health
   a. Know and follow Boys Hope Girls Hope program policies and procedures regarding the care and development of scholars
   b. Assume responsibility for scholars in residence, including daily decisions regarding health, safety, and discipline
   c. Responsible for the physical, emotional, social, spiritual, and academic development of scholars living in a home in accordance with individual scholar service plans and Boys Hope Girls Hope program policies
   d. Schedule and plan ahead for a doctor or other appointments and complete all required documentation for scholar and house files
   e. With the direction of Program Director, identify program therapists and communicate with a therapist on scholar goals of therapy and progress.
   f. Develop and maintain parent and/or guardian relationships and involvement in their child’s life and the program.
   g. Implement a program to teach transitional living skills

II. Academics
   a. Monitors the academic performance of scholars to identify areas of concern requiring additional support.
   b. Maintains regular contact with teachers and schools, including representation of program at teacher conferences and related activities
   c. Provides individual assistance and tutoring as needed.
   d. Coordinates and implements college preparation for scholars.

III. Household Management
   a. Assure that home functions in accordance with Boys Hope Girls Hope program and local licensing standards
   b. Maintain the home in a clean and safe condition, providing for nutritional and physical needs of scholars
   c. Ensure that scheduled and necessary maintenance occurs on all program property and vehicles.

The current schedule will be:
Tuesday: 1-11pm
Wednesday: 12-5pm
Saturday: 7am-5pm

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