



JOB ANNOUNCEMENT

Job Title: Youth Counselor for the Intellectually Disabled

Work Hours: Part- time Monday-Friday (hours: 2:00pm – 6:45pm OR 2:00pm – 8:00pm; summer/weekend hours may vary)

Status: Non-Exempt

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Required Responsibilities:

Under direct supervision of the Disability Services Supervisor, the Youth Counselor for the intellectual disabled individual is responsible to work to role model positive social enhancement to youth with challenging behaviors coming from various ethnic backgrounds.

Required Responsibilities:

- Keep abreast of all state and agency regulations/operations procedures
- Responsible for conduct, safety and supervision of individual participating in activities
- Prepare necessary equipment and/or supplies prior to scheduled activities and replace such equipment in designated areas
- Assist to maintain order and operating procedures during program hours
- Maintain accurate data and tracking records on assigned individuals (i.e. incident reports, billing forms etc.)
- Participate/travel in activities within the community
- Required to participate in all duties as assigned by supervisor; not limited to, 1:1 individual supervision as needed
- Attend staff meetings and trainings as scheduled by supervisor
- Participate in program development and implementation
- Availability for four overnight respites a year; includes four Friday-Sunday work days/nights

Physical Elements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to walk distances; use hands and fingers to handle, or operate computers, objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift, and/or move up to 10 pounds and specific vision abilities required by this job include close vision and ability to adjust to distances and focus at various distances.

This position requires the ability to drive short distances on a regular basis getting in and out of a car. Position may require bending, stooping and walking; work is both indoors and outdoors and may have exposure to various weather conditions.

Qualifications:

Preferred – AA in social science, human service or a focus on child/youth development. Six months of experience working in a structured youth program.

Acceptable – High School diploma or equivalency with 2 years' experience working in a structured program with special needs youth. Must possess a valid NYS Driver's License and have reliable transportation. Must be able to relate and interact with drivers and youth coming from different social, economic and ethnic backgrounds. A criminal background check will be conducted as a condition of employment.

THIS JOB ANNOUNCEMENT DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT. Nothing in this job description restricts CPGRs ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the agency's current assignment of essential functions. Those functions may change at any time, as the needs of the agency change or for other reasons deemed appropriate by the CPGR.

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