



Lead Residential Treatment Counselor

The Epiphany Center, a non-profit social services agency in San Francisco, provides client-centered care to a diverse population of children, women, and families who are the most vulnerable in our society. Our purpose is to strengthen family life and to enhance the physical, social-emotional, intellectual and spiritual growth of each person in our care.

POSITION OVERVIEW

The Lead Residential Treatment Counselor is responsible for the implementation of the residential program and for the daily supervision of all residents and their children. As an employee of the Epiphany Center, the Lead Residential Treatment Counselor is a mentor to other residential treatment staff, assuring that even in the most stressful situations all clients and staff are treated with respect and supported to become the best they can be.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform the essential job duties and meet the qualifications listed below:

1. Valid certification as a drug and alcohol counselor.
2. Maintain valid California Driver's License and provide DMV report to show a good driving record.
3. Must possess current CPR and First Aid certificates.
4. Must meet agency conditions for employment including requirements for Child Abuse and Fingerprinting clearances.
5. Able to work evenings and weekends.

RESPONSIBILITIES

1. Understand and practice the philosophies of Trauma-Informed Care.
2. Maintain and update staff schedule on a monthly basis; also ensuring all shifts are covered and support with covering shifts when needed.
3. Facilitates recovery based treatment groups/classes as needed.
4. Screen and approve possible visitors for clients; and ensuring visitor rules and guidelines are being followed.
5. Monitors all visitors to the residence and completes appropriate documentation.
6. Complete all mandatory trainings on Relias online training, and ensure counselors are in compliance.
7. Providing support on both floors during a shift, unless covering a shift alone.
8. Maintains client confidentiality in all circumstances as required by professional ethics and legal requirements.
9. Demonstrates and maintains appropriate boundaries with clients and other residential counselors.
10. Maintains on-going communication with staff through documentation as assigned. Completes all records and reports as assigned.
11. Monitors the safety of all children residing in the residential and immediately reports any concern of child abuse/neglect to the Residential Treatment Specialist and/or Hotline.

12. Supervises the residents in meal planning, and meal preparation as needed to provide meals to all residents.
13. Makes regular security checks of the entire residence and grounds as assigned or as needed. Report any violation of the security policy immediately to your supervisor.
14. Attends all residential house meetings.
15. Attends all mandatory monthly staff meetings and in-service training.
16. Arrives to work and meetings on time, remains awake and alert at all times, and remains on duty until relieved by another Residential Treatment Counselor. Duties include working some holidays.
17. Completes tasks as assigned to various shifts and other duties as needed.
18. Required to drive agency vehicles. Transports clients in agency vehicles for recreational, educational, medical, cultural, and spiritual outings.
19. Supervises residents and their children in the residence and on planned residential activities ensuring that all rules and guidelines are followed.
20. Reads and interprets written information such as safety rules, operating and maintenance instructions, and procedure manuals.
21. Works closely with other Residential Counselors to ensure effective completion of assigned tasks.
22. Communicates effectively with coworkers, clients and personnel associated with outside agencies.
23. Performs effectively and professionally under pressure.
24. Acknowledges safety policies and procedures and immediately reports potentially unsafe conditions.

BENEFITS

This is a full time position (40 hours/week) with excellent benefits including medical, dental, vision, employer-paid life insurance, 401K retirement plan, Aflac voluntary plans, paid holidays, and vacation and sick leave.

APPLICATION PROCESS

To apply for this position, please submit your resume with a cover letter.

Epiphany Center is committed to workforce diversity. Qualified applicants will receive full consideration without regard to age, race, color, religion, gender, sexual orientation, health status or national origin.