



The Northern Lighthouse Inc.

"A Safe Harbor"

P.O. Box 498
14 Main Street
Mars Hill, ME 04758
(T)207-425-3880
(F)207-425-9048

169 Academy Street
Presque Isle, ME 04769
(T)207-540-1522
(F)207-540-1523
Website: www.tnlh.org

P.O. Box 148
559 New Sweden Road
Caribou, ME 04736
(T)207-492-2011
(F)207-492-2012

(Includes general description, position purpose and objectives)

1. Job Title: Residential Councilor
2. Department; TNLH Residential Facility
3. Report to: House Manager

As an integral member of the TNLH team, the councilor participate in the evaluation, treatment and basic care of the residence. The councilor works with the house manager, other members of the administration, other councilors, DHHS employees and other mental health professionals to assess a child's skills in a variety of development areas. The Northern Lighthouse is a twenty-four hour operation, so councilors will need to have a flexible schedule.

Primary duties and responsibilities:

- I. Client Support Responsibilities
 1. responsibilities and tasks as determined by the needs of TNLH.
 2. Actively engage in learning opportunities and organizational meetings.
 3. Coordinate all tasks, operations, interactions and decisions with stewardship and TNLH core values as your guide and base.
 4. Actively and continually engage in a process of self and group reflection.
 5. Lead experimental learning, challenge and support strategies with clients.
 6. Actively participate in the daily group home activities.
 7. Provide supportive counseling to the clients.
 8. Ensure that all programmatic interventions and strategies are clinically and philosophically sound.
 9. Ensure that the medical, dental, nutritional and clothing/personal needs of the clients are met.
 10. Ensure that the environment of the program is safe for the clients while at the same time support the concept of dignity and respect.
 11. Teach and foster learning in the area of independent living and personal responsibility.
 12. Implement policies, procedures, protocols as developed.
 13. Responsibly manage house funds.
 14. Complete all necessary paperwork in a timely fashion.
 15. Actively engage in clinical supervision.
 16. Advocates for clients.
 17. Provide safe and reliable transportation as needed in program and personal vehicles.
 18. Ensure confidentiality of residents and families in all situations.
 19. Share tasks and responsibilities with other staff members.
 20. Maintain all necessary certifications and trainings.
 21. Other duties deemed appropriate by supervisor

II Policies and Regulations

4.E.8A, OP11.A, CS.14
OP11, CS.14A



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1. Adheres to the NLH values, standards of care, policies, and procedures, as well as state and federal guidelines regarding the conduct of TNLH.
2. Assures and protects the confidentiality of all clients, their families, and all providers in accordance with Federal and State regulations and policies of the agency at all times within the homes of clients' as well as out in the community.
3. Provide safe transportation of clients in insured vehicles, maintaining a minimum \$100,000/\$300,000 in liability insurance. Vehicle(s) will be subject to inspection by the supervisor, and must be registered and inspected in accordance to the Maine State Motor Vehicle Regulations.

III Training and Supervision

- a. Attend orientation training and ongoing trainings as required.
- b. Attend supervisory meetings, staff meetings and provider meetings as determined by supervisor.
- c. Seek individual supervision and participate in training areas in conjunction with supervisor deemed necessary to meet job performance and professional development expectations.
- d. Provide job shadowing, mentoring and coaching experience for new employees.
- e. Attend at least 40 hours of training annually to include both in service and mandatory trainings.

IV Supervisory and Functional Relationships

- a. During supervision discuss with supervisor all issues related to programming, and quality of service
- b. Maintain professional relationships with all staff, contractors and the treatment plans, outside agencies, clients and others who may be associates with TNLH.

V. Essential Knowledge, Ability and Skill

- a. Attachment and family systems theories.
- b. Love and Logic Parenting.
- c. Parenting for Attachment.
- d. Trauma focused cognitive behavioral therapy.
- e. Youth Driven./Family Focused/Trauma Informed.
- f. Work independently and collaboratively as a team.
- g. Work independently in the community.
- h. Respond calmly to crisis.
- I. Understand and maintain professional boundaries.
- j. Offer flexibility in scheduling reporting for duty promptly according to assigned schedule at predetermined locations.
- k. Assure all paperwork is completed accurately and is submitted in accordance with established

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timelines.

- l. Make appropriate use of monies designated for activities and is submitted in accordance with established timelines.
- m. Keep accurate records of activities and submit time and payroll expense sheets to supervisor at the end of the week in accordance with established payroll policies.
- n. Understand the importance of the supervisory process and abilities to develop in a continuous quality environment.
- o. Adhere to the agency's clinical, administrative and personal policies and procedures.
- p. Maintain confidentiality of all clients and providers related information and activities. Demonstrating a commitment to establish ethical standards.
- q. Organize work tasks and job duties through the effective utilization of time management in order to complete assignments and positions responsibilities according to agency and funding source deadlines and criteria.

VI Position Classification

- a. The classification of this position is considered non-exempt from the pay provisions of the Fair Labor Standards Act.

VII Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and or ability required. Reasonable accommodations may be made to enable individuals with disabilities.

VIII Language Skills:

1. Ability to read analyzes, and interprets complex documents. Ability to write clear and do appropriate client documentation.

IX. Reasoning Abilities:

1. Ability to define problems collects data, establish facts, and draw valid conclusions
2. Ability to interpret an extensive variety of technical information in a psycho/education setting and to deal with abstract and concrete variables.

X. Physical Demands:

1. The physical demands described here are representative of those that must be met by an employee to successful perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit, and use hands to finger, handle or feel. The employee is occasionally required to stand, walk, reach with hands and arms; climb or balance; stoop kneel, crouch, or crawl; talk and hear. Must be able and prepared to apply physical force and agility as required to perform physical restraint of clients. The employee must be able to lift waist height of up to 25% of body weight. Specific vision to travel and a valid drivers license is necessary. Must be able to be and use Mandt certified.



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I have read and have been given a copy of my job description:

Employee Signature

Date