

## **HUMAN RESOURCE MEMO**

From: Margaret Lamar  
Date: July 20, 2022  
Re: Job Posting

### **GRACE COTTAGE – RESIDENTIAL YOUTH CARE COUNSELOR (1 Fulltime position Sunday - Wednesday)**

The Residential Youth Care Counselor is a direct line staff position supervised by the Residential Supervisor. While on shift, the Residential Youth Care Counselor will receive daily direction from the Lead Cottage Coordinator for all facets of cottage life, including but not limited to, utilization of the behavior management system, transportation, oversight of meals and duties, and participation in recreation with the residents.

#### **JOB QUALIFICATIONS:**

1. Must be 21 years of age and must have a high school diploma or equivalent.
2. Must have a valid driver's license and maintain a good driving record.
3. Must have the ability to intervene in a crisis situation.
4. Must be able to demonstrate the capacity to understand young men and to develop further knowledge and skills working with young men in the care of Cedar Ridge.
5. Must have excellent communication, organization and counseling skills to interact with the residents as well as the resident's school and/or Cedar Ridge residential staff.
6. Must be able to function in a team environment to complete objectives successfully.
7. Must be able to maintain a high degree of confidentiality.
8. Must have the ability to withstand the work and pressures of caring for a group of active, often aggressive young men; have the energy and physical ability to participate in activities; and be flexible and willing to learn new ways of coping with problems.
9. Must affirm Judeo-Christian values. This affirmation includes agreement with the Cedar Ridge Statement of Faith and behaviors consistent with traditional Biblical moral values:

NOTE: The employee handbook further states that employees who engage in open, notorious immorality, including but not limited to, violence, dishonesty or slander, sexual activity outside of marriage, theft, or conduct illegal under applicable local, state or federal law are subject to discipline up to and including termination of employment.

10. Must pass a detailed background investigation.
11. Must become a certified Residential Child and Youth Care Professional (RCYCP), if not already.

**If you are interested in this position or need further details, please contact either Margaret or Twila in the Human Resource Department.**