

## **AK Child & Family**

### **Job Description**

#### **Night Psychiatric Treatment Counselor**

### **SUMMARY OF RESPONSIBILITIES\***

The Night Psychiatric Treatment Counselor (NPTC) is primarily responsible for interaction with/supervision of children and/or adolescents on night shift who are placed in residential treatment units and have severe emotional and behavioral problems. In addition, responsibilities include but are not limited to; security and supervision of students on night shift, sanitation of the living unit and completion of unit paperwork. The NPTC adheres to standards and regulations as set forth by the Agency, OCS Licensing, The Joint Commission and Medicaid. The NPTC duties are carried out in accordance with AK Child & Family policies, the AK Child & Family Mission, Core Values and AK Child & Family Philosophy of Care. The NPTC assumes additional duties as assigned.

\*All positions at AK Child & Family may have responsibilities altered during the course of employment due to agency imperatives.

### **SUPERVISION AND COORDINATION OF SERVICES**

The NPTC is supervised by the Night Treatment Program Supervisor. Under the supervision of the Night Treatment Program Supervisor, NPTCs are responsible for implementing appropriate treatment strategies with the students, timely documentation, cleaning duties, cooking duties, security and supervision of the students on night shift.

### **QUALIFICATIONS**

**Knowledge, Skills and Abilities:** The Night Psychiatric Treatment Counselor must demonstrate the ability to work effectively with emotionally and behaviorally disturbed children/youth and their families. S/he must demonstrate the ability to communicate effectively in English, both orally and in writing. The position requires a valid Alaska Driver's license. The NPTC must demonstrate an understanding and sensitivity to serving a culturally diverse/and or special needs population.

**Education and experience:** The NPTC must have a High School Diploma or equivalent. Minimum of two years residential child care or two years of college or combination of college and experience equaling two years is required.

### **PHYSICAL DEMANDS**

The Night Psychiatric Treatment Counselor must be able to: drive and transport students in AK Child & Family vehicles; efficiently access AK Child & Family and community buildings for meetings and agency activities in order to perform all job responsibilities; physically manage students, aged six to seventeen years, according to AK Child & Family physical management policy; move quickly throughout living unit and outdoor area in order to monitor/supervise student activities, alarm systems, emergency procedures, lighting, etc.; legibly produce reports regarding students and cottage events; supervise and assist students with chores; use unit washer and dryer, sort, fold and store laundry; participate in the maintenance of a clean living unit. NPTCs must be at least twenty-one years of age.