



**JOB TITLE:** Residential Counselor, PRN

**SUMMARY:** Residential Counselor, PRN's maintain a climate conducive to positive, cohesive and congenial group living by providing clients with a safe and secure living environment. Maintains house security by admitting and supervising authorized visitors and residents. Specific duties will vary depending on the shift worked.

**REPORTS TO:** Program Supervisor

**SUPERVISORY DUTIES:** None

**STATUS:** Part-time, non-exempt

**HOURLY RATE:**

Regular	\$13.00		
Weekend premium	\$15.00	Saturday & Sunday	3pm-11pm
Thursday premium	\$14.00	Thursday	11pm-7am (awake)
Sleep	\$9.00	11PM – 7AM	
Sleep w/ duties	\$10.00	11PM – 7AM	

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**Who we are:**

Now in our 121<sup>st</sup> year of service to the Charlotte community, Crittenton is a non-profit organization whose mission is to empower women and children through education, health, residential care, and supportive services. We envision ending the generational cycle of poverty and trauma, creating better tomorrows. We're nationally accredited and guided by a trauma-informed model of care to make our clients feel safe, supported, and empowered.



Want to see where you could be working?

Head to our website to view a virtual tour of our beautiful new 38,000 square-foot facility!

[www.crittentonofnc.org](http://www.crittentonofnc.org)

**Working here:**

Working at Crittenton provides you with the opportunity to make a difference in the lives of girls, women, and children in a unique working environment. Benefits include complimentary meals during your shift and many opportunities to attend valuable training to enhance your personal and professional development.

**Specific Duties and Responsibilities:**

**All Shifts**

- Ensures clients follow program guidelines, rules and regulations at all times.
- Responds to clients' medical symptoms and/or needs by following clinic instructions, administering medication, transporting to and escorting into the hospital.
- Intervenes in problem behaviors by utilizing crisis intervention and redirection skills

- Documents all activities occurring and any new information disclosed on a client-by-client basis each shift, maintaining client and program records in accordance with applicable standards and regulations, grant requirements, etc.
- Is familiar with, and follows, the comprehensive treatment plan of each client
- Provide support for clients who may be in the early stages of labor by timing contractions
- Provides clerical support for Residential Specialists
- Participates in auditing of client charts and any necessary follow-up
- Responsible for the cleanliness of the wing at the conclusion of shift
- Participates in a minimum of 24 hours of continuing education activities annually
- Works together as a team with other Direct and Non-Direct Service staff
- Maintains professional ethics as outlined in the NASW code of ethics
- Other duties as assigned

**1<sup>st</sup> Shift Additional Duties and Responsibilities (7a.m. - 3p.m.)**

- Organizes and supervises individual and group chore programs; conducts daily room and chore checks to ensure satisfactory completion
- Provides supervision of clients in dining hall during meals
- Transports clients in agency vehicles to various appointments, court proceedings, etc.

**2<sup>nd</sup> Shift Additional Duties and Responsibilities (3p.m. – 11p.m.)**

- Performs last bed check for all residents; secures common areas
- Responds appropriately to and documents all intake calls
- Conducts fire drills as assigned

**3<sup>rd</sup> Shift Additional Duties and Responsibilities (11p.m. – 7a.m.; Sleep or Overnight Awake)**

- Performs periodic bed checks for all residents
- Responsible for first wake-up of the day during the school year
- Updates census report, caseload and room chart for the following day
- Responds appropriately to and documents all intake calls
- Conducts fire drills as assigned

**Minimum Qualifications/Requirements:**

- Experience in residential care or related human services area
- Strong interpersonal skills with a customer-focused attitude
- Excellent customer service skills
- Must be able to work as part of a team
- Must be CPR certified within 30 days of hire
- Must have a valid Driver License
- Commitment to Crittenton’s mission, goals and values

**Education:**

High school diploma or equivalent; at least six months’ experience in residential care preferred.

**How to apply:**

Email a cover letter and resume to [alee@crittentonofnc.org](mailto:alee@crittentonofnc.org). **All cover letters must include your hours of availability to be considered.**

*Crittenton is dedicated to diversity in our staff and our work. An Equal Opportunity Employer, we are committed to inclusivity in our hiring practices and we encourage members of all groups and communities to apply for this position. We do not discriminate on the basis of race, color, religion, national origin, gender, gender identity, sexual orientation, age, disability, veteran status, or genetic information. It is our intention that all qualified applicants are given equal opportunity and that selection decisions are based on job-related factors.*